



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2012-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
CONTINUING AN EMPLOYER PROVIDED MEDICAL COVERAGE PLAN
ADMINISTERED BY THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
(SDRMA) AND ESTABLISHING THE NOT-TO-EXCEED MONTHLY PER EMPLOYEE
CONTRIBUTION OF \$527 FOR CALENDAR YEAR 2012**

WHEREAS, Town of Discovery Bay Community Services District currently offers medical benefits for the employees and;

WHEREAS, The District presently employs eleven (11) full time and one (1) part time employee; and

WHEREAS, The District is a SDRMA member;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

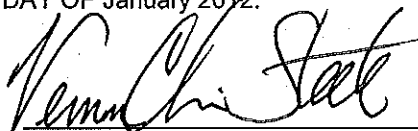
SECTION 1. That the Board continue to authorize participation in the SDRMA Health Benefits Program for employees only and authorize the General Manager to execute any necessary documents to facilitate this action.

SECTION 2. That the Board authorizes a not-to-exceed amount of \$527 per employee per month for Calendar Year 2012 for medical coverage pursuant to the SDRMA Health Benefits Program documents.

SECTION 3. Employees who possess proof of other medical insurance may choose to "Opt Out" of this plan. If they do "Opt Out" of the plan, they can choose to accept Dental and/or Vision, the cost of coverage must be deducted from the \$250.00 monthly contribution and the remaining dollar amount must be applied to the Employee's Deferred Compensation Program.

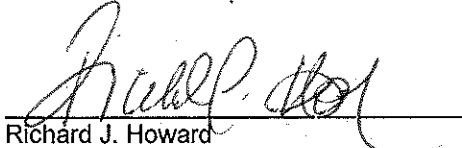
SECTION 4. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 4th DAY OF January 2012.


Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on January 4, 2012, by the following vote of the Board:

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0


Richard J. Howard
Board Secretary



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2012-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
ESTABLISHING A TOWN OF DISCOVERY BAY CSD INVESTMENT POLICY**

WHEREAS, on July 1, 1998 the Board of Directors of the Discovery Bay Community Services District adopted Resolution No. 98-20, establishing an Investment Policy for the District; and

WHEREAS, on January 1, 2006, Governor Schwarzenegger signed SB 135 into law as Chapter 249 of the Statutes of 2005, also known as *Community Services District Law (CSD law)*; and

WHEREAS, included in CSD law is Government Code §61050(b) which stipulates that the Contra Costa County Treasurer shall serve as the Treasurer of the District; and

WHEREAS, the previously adopted Policy is no longer in compliance with CSD law; and

WHEREAS, the Town of Discovery Bay Community Services District adopts a policy for maintaining investments in compliance with CSD law.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That Resolution No. 98-20 is hereby rescinded.

SECTION 2. That the Board of Directors adopts the Investment Policy and all attached documents to this resolution including the Investment Policy of Contra Costa County.

SECTION 3. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 18th DAY OF JANUARY 2012.

Chris Steele
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on January 18, 2012 by the following vote of the Board:

AYES: 4

NOES: 1 - Director Simon

ABSENT: 0

ABSTAIN: 0

Richard J. Howard
Board Secretary



Category:	Financial	Policy #
Title:	Town of Discovery Bay Community Service District Investment Policy	

A. Purpose

The purpose of the Investment Policy for the Town of Discovery Bay Community Services District, hereinafter District, is intended to establish the guiding principles and provide direction to the General Manager for the prudent and beneficial investment of all funds and monies of the District. Any reference to the financial investment portfolio shall mean the total District cash and securities under management by Contra Costa County on behalf of the District.

B. Authority

Pursuant to California Government Code §61050(b), the Contra Costa County Treasurer shall serve as the Treasurer of the District.

The Contra Costa County Treasurer directs investments pursuant to the Contra Costa County Investment Policy, adopted pursuant to Board of Supervisor action on June 21, 2011. The Contra Costa County Investment Policy is included as a part of this Policy and shall serve as the prevailing Investment Policy of the District.

Government Code §56301(see Exhibit A) and related subsections permits the types of investments allowed in California for local public agencies. Investment regulations emphasize preservation of capital and are conservative in nature. The authority to invest as defined in the Government Code is delegated to the local agency's legislative board for re-delegation to its General Manager.

C. Contra Costa County Governance

The District is restricted regarding the investment process and its investments are administered and managed by the Contra Costa County Investment Policy. The Town of Discovery Bay CSD is limited to *electing the investment type, determining the duration of that investment, and directing the amount to be invested*. The Contra Costa County Treasurer directs investments in accordance with the Contra Costa County Investment Policy.

D. Basic Policy and Objectives

The District's Investment policy is a conservative policy guided by the following four (4) principles of public investment fund management.

1. Prohibition of Risk. Investments shall not include any funds in inverse floater, or any security that could result in zero or negative interest accrual if held to maturity, or range notes, or interest-only strips that are derived from a pool of mortgages as to eliminate financial risk. (see Exhibit "A" for a list of Permitted Investments)

2. Safety of Principal. Investments shall be undertaken in a manner which first seeks to preserve portfolio principal.
3. Liquidity. Investments shall be made with maturity dates that are compatible with cash flow requirements and which will permit easy and rapid conversion into cash, at all times, without substantial loss of value.
4. Return on Investment. Investments shall be undertaken to produce an acceptable rate of return after the first consideration for principal and liquidity.

E. Management of Investments

Pursuant to Government Code §61050(b), the Treasurer of Contra Costa County serves as Treasurer of the District and is therefore responsible for overseeing the District's investment portfolio. The District is, however, responsible for directing the Treasurer as to the authorized types of investments, maturity dates, and amount in each investment vehicle. It is the Policy of the District to ensure that all District investments adhere to the following four (4) tenants of investment security:

- a. Diversification. TODBCSD shall maintain a portfolio of authorized investments with diversified maturities, issuers and security types to avoid the risk inherent in over investing in any one sector.
- b. Reporting Requirements. Annually the General Manager will report the Return on Investment (ROI) to the Board of Directors for review.
- c. Performance Assessment. An assessment and overall gauge of the health of the investment portfolio shall be conducted annually to evaluate the effectiveness of the TODBCSD's investment program. The purpose of this review, in addition to evaluation of performance, is to provide the platform and possible recommendations for change and improvement to the portfolio to the Board of Directors.
- d. Conflicts. In the event any provision of this Investment Policy is in conflict with any State or Federal statute, the provisions of each statute shall govern.

Exhibit "A" Permitted Investments

Allowable investment instruments per state government code (as of January 1, 2011)

Applicable to all local agencies:

Investment Type	Maximum Maturity	Maximum Specified % of Portfolio	Minimum Quality Requirements
Local Agency Bonds	5 Years	None	None
U.S. Treasury Obligations	5 Years	None	None
State Obligations CA and Others	5 Years	None	None
CA Local Agency Obligations	5 Years	None	None
Bankers' Acceptances	180 Days	40%	None
Commercial Paper - Select Agencies	270 Days	25% of the Agency's Money	"A-1" if the issuer has issued long-term debt it must be rated "A" without regard to modifiers"
Commercial Paper - Other Agencies	270 Days	40% of the Agency's Money	"A-1" if the issuer has issued long-term debt it must be rated "A" without regard to modifiers"
Notable Certificates of Deposit	5 Years	30%	None
CD Placement Service	5 Years	30%	None
Repurchase Agreements	1 Year	None	None
Reverse Repurchase Agreements and Securities Lending Agreements	92 Days	20% of the Base Value of the Portfolio	None
Medium Term Notes	5 Years	30%	"A" Rating

Mutual Funds and Money Market Mutual Funds	N/A	20%	Multiple
Collateralized Bank Deposits	5 Years	None	None
Mortgage Pass Through Securities	5 Years	20%	"AA" Rating
Bank/Time Deposits	5 Years	None	None
County Pooled Investment Funds	N/A	None	None
Joint Powers Authority Poll	N/A	None	Multiple
Local Agency Investment Fund (LAIF)	N/A	None	None
US Agency Obligation	5 Years	None	None

Table of Notes for Exhibit "A"

- a. Sources: Sections 16429.1, 53601, 53601.8, 53635, 53635.2, and 53638.
- b. Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.
- c. Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five year maturity limit.
- d. Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.
- e. No more than 30 percent of the agency's money may be in bankers' acceptances of any one commercial bank.
- f. "Select Agencies" are defined as a "city, a district, or other local agency that do[es] not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body."
- g. No more than 10 percent of the agency's money may be invested in any one issuer's commercial paper.
- h. Issuing corporation must be organized and operating within the U.S. and have assets in excess of \$500 million.
- i. "Other Agencies" are counties, a city and county, or other local agency "that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body." Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set for "Select Agencies," above.
- j. No more than 10 percent of the of the agency's money may be invested in the commercial paper of any one corporate issuer.
- k. No more than 30 percent of the agency's total funds may be invested in CDs authorized under Sections 53601.8, 53635.8, and 53601(i).
- l. Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity dates of the same security.
- m. Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.
- n. "Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the U.S. or by depository institutions licensed by the U.S. or any state and operating within the U.S."
- o. No more than 10 percent invested in any one mutual fund.
- p. A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years experience investing in instruments authorized by Sections 53601 and 53635.
- q. A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years experience investing in money market instruments with assets under management in excess of \$500 million.
- r. Issuer must have an "A" rating or better for the issuer's debt as provided by a nationally recognized rating agency.
- s. A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2012-03**



**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
ESTABLISHING A RESERVE FUND POLICY**

WHEREAS, Town of Discovery Bay Community Services District does not presently have an official Reserve Policy, and

WHEREAS, it is acknowledged that adequate reserves ensure that the District will at all times have sufficient funding available to meet its operating and capital needs, as well as any unfunded mandates; and

WHEREAS, the Board of Directors reviewed that policy and determined it is appropriate to adopt; and

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

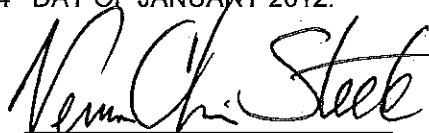
SECTION 1. Establish a Water & Wastewater Reserve Fund at not less than thirty percent (30%) of Community Services District revenues on an annual basis.

SECTION 2. Establish a Lighting & Landscaping District 8 Reserve Fund at not less than fifty percent (50%) of Lighting & Landscaping District 8 revenues on an annual basis.

SECTION 3. Establish a Lighting & Landscaping District 9 Reserve Fund at not less than Fifty percent (50%) of Lighting & Landscaping District 9 revenues on an annual basis and is limited to a maximum of 200% of the total funds collected by the Lighting and Landscape District.

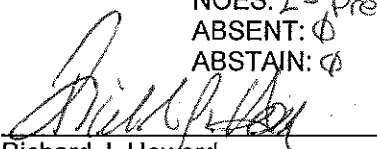
SECTION 4. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 4th DAY OF JANUARY 2012.


Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on January 4, 2012 by the following vote of the Board:

AYES: 3 - Vice President Graves, Director Dawson, Director Simon
NOES: 2 - President Steele, Director Tetreault
ABSENT: 0
ABSTAIN: 0


Richard J. Howard
Board Secretary



Category:	Financial	Policy #
Title:	Town of Discovery Bay Community Service District Reserve Policy	

A. Purpose

Prudent financial planning and fiscal responsibility includes anticipating and preparing for future funding requirements as well as unforeseen and unexpected emergencies, disasters, and other events. The Town of Discovery Bay CSD (TODBCSD) has established a reserve fund for its long term organizational and operational stability and the reserve funds enable the TODBCSD to cover expenditures due to unforeseen and unexpected cash flow requirements. This Reserve Fund Policy ensures that the TODBCSD accumulates, manages, maintains and uses certain financial resources only for specified purposes.

B. Reserve Funds

The TODBCSD's reserve funds are established, maintained and set aside for a specific, designated purpose, and therefore are restricted in the way they can be used.

C. Specific Reserve Funds

The TODBCSD maintains the following reserve fund:

1. Capital and Operating Reserve. The Capital and Operating Reserve is to be utilized for unforeseen capital projects that are necessary to meet regulatory requirements, system reliability, and future needs; and to cover cash flow shortages caused by a short-term, unexpected disruption of anticipated revenue or when expenses become due before the anticipated revenue to pay those expenses is received. It is the goal of the district to maintain the Capital Reserve of no less than 30% of the Water and Wastewater annual operating revenue.
2. Lighting and Landscaping #8 Reserves. The Capital Reserve is to be used for capital projects that are necessary to meet regulatory requirements, and future improvements; and to cover cash flow shortages caused by a short-term, unexpected disruption of anticipated revenue or when expenses become due before the anticipated revenue to pay those expenses is received. It is the goal of the Lighting and Landscaping District (LLD) #8 to maintain the capital reserve of no less than 50% of the total operating revenues.
3. Lighting and Landscaping #9 Reserves. The Capital Reserve is to be used for capital projects that are necessary to meet regulatory requirements, and future improvements; and to cover cash flow shortages caused by a short-term, unexpected disruption of anticipated revenue or when expenses become due before the anticipated revenue to pay those expenses is received. The Lighting and Landscaping District (LLD) #9 reserve account will maintain a reserve of no less than 50% of the total operating revenues and is limited to a maximum of 200% of the total funds collected by the LLD. After the reserve has accrued to the maximum amount, any money received by the LLD in excess of what was spent on the annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment for the following year.

D. Management Of Reserve Funds

The General Manager or designee shall be responsible for managing the reserve fund. The Board of Directors must authorize the expenditure of money from the TODBCSD's reserve fund. The TODBCSD's Finance Department will review the balance of the reserve funds, work collaboratively with the General Manager to ensure the accuracy of the annual report, and evaluate the goals and purposes of each reserve fund and recommend adjustments as may be necessary or desirable.



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2012-04**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
AMENDING THE FY 2011-12 DISCOVERY BAY LANDSCAPE AND LIGHTING ZONE 8
OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET**

WHEREAS, the Town of Discovery Bay Community Services District operates and manages the landscape areas more commonly known as the Discovery Bay Landscape And Lighting Zone 8 (Zone 8) Operating And Capital Improvement Program Budget; and

WHEREAS, Cornell Park is located within Zone 8 which underwent a Capital Improvement Project to replace and upgrade the children's play area in FY 2011-12; and

WHEREAS, the Board previously approved a \$226,000 budget in FY 2010/2011 for the play area replacement project and it is necessary to increase the FY 2011/2012 play area replacement project budget from \$126,000 to \$165,000, to ensure adequate funds are available for the project, and

WHEREAS, the Board previously approved a \$85,000 budget in FY 2011/2012 for Dog Park fencing at Cornell Park, where it has subsequently been determined that a leash free park is not feasible at that location and it is necessary to transfer the funds for the leash free park project to reserves, and

WHEREAS, the Board previously approved a \$15,000 budget in FY 2011/2012 for repairs to the Horse Shoe Pits and Bocce Ball Courts at Cornell Park, and it has been determined that repair costs will exceed the estimated budget in the amount of \$10,000, and it is necessary to increase the 2011/2012 Cornell Park Horse Shoe & Bocce Ball Court budget by \$10,000, and

WHEREAS, a portion of Highway 4 landscaped area is located within Zone 8 and the Board previously approved a \$30,000 budget in 2011/2012 for planting improvements and it has been determined that unanticipated design and traffic control services will be necessary to meet Cal Trans permit requirements and it is necessary to increase the 2011/2012 Highway 4 (East) budget by \$25,000, and

WHEREAS, the Board previously approved a \$97,000 combined budget in FY 2011/2012 for Cornell Park ADA Upgrades, Discovery Bay Boulevard. (West)/Sand Point Road, and Discovery Bay Boulevard (East); and the completed project expenditures are \$39,597 under budget and is appropriate to transfer the remaining funds for those projects back to the reserves account, and

WHEREAS, the Board previously approved a \$463,825 FY 2011/2012 Operations and Maintenance budget for Zone 8 and it is necessary to increase the Operations and Maintenance budget by \$4,900 in order to ensure adequate funding is available, and

WHEREAS, all remaining unbudgeted funds will be placed in unobligated fund balance for Zone 8.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Board authorizes the increase of \$4,900 from ZONE 8 fund balance to the Zone 8 Operations and Maintenance budget.

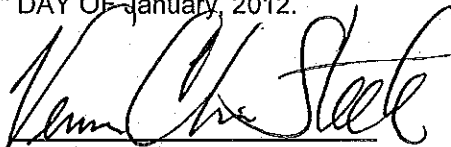
SECTION 2. That the Board authorizes the various Capital Improvement fund adjustments in Zone 8 and transfers \$50,597 to the reserve account.

SECTION 3. That the Board authorizes amending the Revenue budget to reflect \$44,891 in increased revenue.

SECTION 4. That all unobligated funds be placed in Zone 8 reserve.

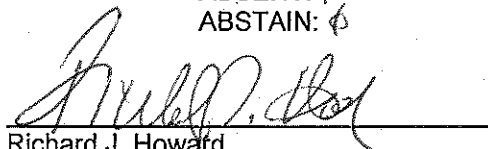
SECTION 5. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 4th DAY OF January, 2012.


Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on January 4, 2012, by the following vote of the Board:

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0


Richard J. Howard
Board Secretary



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2012-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
ESTABLISHING A PROCEDURE FOR DISPOSING OF DISTRICT
OWNED SURPLUS PERSONAL PROPERTY**

WHEREAS, Town of Discovery Bay Community Services District Board of Directors on October 20, 2010 adopted Resolution No. 2010-15 adopting a revised Purchasing and Procurement Policy for the District, and

WHEREAS, Section XI of that Policy provides direction as to the disposal of surplus supplies and equipment, and

WHEREAS, District staff has identified the necessity to develop processes and procedures relating to the disposal of District owned surplus personal property and supplies.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Disposal of Surplus Personal Property Procedure be adopted and included by reference as a part of this Resolution.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 1st DAY OF February 2012.

V. Christopher Steele
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on February 1, 2012, by the following vote of the Board:

AYES: 4 - President Steele, Director Dawson, Director Simon, Director Tetreault
NOES: 0
ABSENT: 1 - Vice-President Graves
ABSTAIN: 0

Richard J. Howard
Board Secretary



Category:	Financial	Procedure #
Title:	Town of Discovery Bay Community Service District Disposition of Surplus Property Procedure	

A. Purpose

The purpose of creating a procedure for the Town of Discovery Bay Community Service District (District) for the disposition of surplus property is to establish guiding principles and direction to staff.

B. Surplus Property Definition

Supplies and equipment are considered surplus if they are no longer required by the District, because of decreased use, poor condition, damage not worth the cost of repair, and/or obsolescence. Examples of property include small items, such as binders, calculators, and electric staplers, as well as those items inventoried, larger items such as Office Equipment, Furnishings, and Vehicles. Property can also include capital assets, which are those items that generally have a higher unit cost and are inventoried by the District for Rehabilitation/Replacement. Examples of capital assets are playground equipment, and building or structural components, such as roofs, restrooms, and decking. This definition of surplus property excludes real property.

C. Surplus Property Determination/Valuation

The respective department manager should first determine if a supply, piece of equipment, or capital asset has become surplus, based on the definition given above. The next step is to determine the current value of the surplus property item, either from an existing source document or a reasonable estimate of replacement value, if the original source document is no longer available through the District's records.

If the current value of the surplus property item is less than \$500, the manager or designee should bring the surplus property item directly to the Finance Manager so that a receipt can be created determine its disposition, and then coordinate its disposal.

D. Surplus Property/Capital Asset Disposition Form

If the property item is deemed surplus and its current value is over \$500, then the manager must complete a Surplus Property/Capital Asset Disposition form. This form is available through the Finance Department (see Exhibit A). One copy of the form should be circulated for signatures. On the form, the manager should

list the item's description, serial number, fixed asset tag number (if applicable), location, and condition. The manager should indicate the Property's condition (good, fair, poor or broken) and then recommend a method of disposal for the property (see the following sections for descriptions of disposal methods).

After selecting the recommended action and noting any other comments, the manager must sign and date the Surplus Property/Capital Asset Disposition form and forward it to the Purchasing Agent/General Manager.

E. Methods of Disposal

There are several ways to dispose of surplus property, including:

- Transfer to another department;
- Trade in for new material, equipment or credit
- Sell;
- Donate; or
- Scrap.

i. Transfer to Another Department

Departments can transfer surplus property to one another, subject to the approval of both managers affected by the transfer. If the current value of the item is \$500 or above, the department transferring out the property should initiate a Surplus Property/Capital Asset Disposition form (see Exhibit A) and both managers are required to sign the form. If a fixed asset is being transferred, then Accounting will record the new location for the property in the fixed assets.

ii. Trade-In

Surplus property can be offered as trade-in for new equipment or material or for credit towards the acquisition of new property. If the current value of a surplus property item slated for trade-in is \$500 or over, then the Surplus Property/Capital Asset Disposition form should be completed. The estimated trade-in value of the surplus property or capital asset should be noted on the Surplus Property/Capital Asset Disposition form and on the purchase order issued for any new property resulting from the trade-in.

iii. Selling Surplus Property

Surplus property may be offered for sale. All surplus property is for sale "as is" and "where is" with no warranty, guarantee, or representation of any kinds, expressed or implied, as to the condition, utility or usability of the property offered for sale.

For any sale of surplus property with a current value of \$500 or above, the manager should indicate on the Surplus Property/Capital Asset

Disposition form the recommended selling method and any other notations, in the manager approval. Appropriate methods of sale are as follows:

Public Auction – District Staff may conduct public auctions or the District may contract with a professional auctioneer and/or and Internet auctioneer for this service.

Sealed Bids - Sealed bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsible bidder.

Selling as Salvage - Equipment, materials, supplies, fixtures, or facility components that are no longer capable of performing their intended function without extensive repair, or that are of no value except for reclamation purposes, may be considered salvage. Surplus property may be sold as salvage if the Purchasing Agent/General Manager deems that the value of the raw material exceeds the value of the property as a whole.

iv. Donation of Surplus Property

The manager may recommend and the Purchasing Agent/General Manager may authorize the donation of surplus property to a non-profit organization or school district located or operating in Discovery Bay or, secondarily, to any other non-profit organization or private organization that provides assistance to nonprofit organizations.

If surplus property has been approved for donation, the Purchasing Agent/General Manager will notice the availability of such property for donation, indicating the quantity, description and location of the surplus property, by one or more of the following methods: in a local newspaper or on the Districts web site (see Exhibit B). This notice will also indicate the closing date for the receipt of all requests for donation and indicate the way in which interested parties can receive additional information. Requests for donations will be accepted on a first-come, first-serve basis. The Purchasing Agent/General Manager will send a letter to the non-profit organization(s) or school district(s) that respond to the notice to advise them of the Districts terms and condition of the donation. A return letter signed by and authorized agent from the non-profit organization or school district, accepting the Districts terms and conditions is required before the surplus property can be released. If, in the opinion of the Purchasing Agent/General Manager, the donated property has a current value of less than \$1,000, then the General Manager can approve the release of the property to the recipient(s) that meet the above criteria and agree to the Districts terms and conditions. If, in the opinion of the Purchasing Agent/General

Manager, the donated property has a value of \$1,000 or more the Purchasing Agent/General Manager will prepare a report identify the specific property for approval by the Board of Directors. After the Board of Directors approval, the surplus property approved for donation may then be released.

The department from which the donated property is being taken should remove any fixed asset or District property tag before the property is officially transferred to the recipient organization(s).

v. **Scrap/No Value Item**

Scrap, as one method of surplus property disposal, essentially means throwing an item into the trash. Scrap is recommended only after determining that none of the other methods of disposal (selling, exchange, trade-in, donation, or salvage) is feasible. Broken items that can be repaired economically will be fixed and returned to the using department.

For any broken or inoperable piece of property that, based on the recommendation of the manager and the judgment of the Purchasing Agent/General Manager, cannot be economically repaired, traded-in, sold, auctioned, donated or salvaged, the item may be scrapped, regardless of the original purchase price.

If the manager or designee recommends that any unbroken surplus property item with a current value below \$500 or several unbroken surplus property items with a collective current value below \$1,000 be scrapped, then he/she should dispose of the items. If the surplus property is obsolete or non-functional and cannot be traded in, sold, auctioned, donated or salvaged, the Purchasing Agent/General Manager may scrap such surplus property.

If a surplus property item recommended to be scrapped is not broken and has a current value equal to or above \$500, for multiple items, a combined current value equal to or above \$1,000, then the manager must complete the Surplus Property/Capital Asset Disposition form. Under these conditions, especially if District staff will directly dispose of them item(s), Board Approval to scrap will also be required. If the District staff does not directly scrap this category of surplus property but a contractor is instead hired to remove and replace the property, then the disposal method is considered utilize the trade-in mythology, not scrap mythology, and the Board approval requirement does not apply.

For multiple items proposed to be scrapped, the size of the lot and thus the total current value will be based on the items and values entered

on the Surplus Property/Capital Asset Disposition form(s) submitted by the department. Splitting of the surplus lots on these forms to avoid Board reporting is prohibited. To better understand the process by which and items can be scrapped, including whether or not Board approval is required, please refer to the flow chart (see Exhibit C).

The report to the Board to request approval to scrap will be prepared by the Purchasing Agent/General Manager after receipt of the completed Surplus Property/Capital Asset Disposition form. Once the Board approval is granted, the Purchasing Agent/General Manager will then scrap the item(s).

F. Purchasing Agents/General Manager's Review and Final Disposition

In the case of the surplus property items with a current value below \$500 for a single item or below \$1,000 for multiple items within one lot, the departments do not have to complete a Surplus Property/Capital Asset Disposition form. Instead, the department disposes utilizing the best method for disposal of these items. A log of the surplus items should be maintained upon disposal. The log will include the disposal items, the disposal date, and the disposal method.

For all surplus property items with a current value equal to or above \$500 for a single item or equal to or above \$1,000 for multiple items within one lot, the Purchasing Agent/General Manager will review the department's completed Surplus Property/Capital Asset Disposition form, concur with or recommend an alternate action, and proceed with the disposition. The Purchasing Agent/General Manager will also ascertain whether Board approval is required to donate or scrap surplus property items, depending on the current value of the items listed on the form. If further action is required, then the Purchasing Agent/General Manager will prepare a report for final approval from the Board.

After the disposal of the surplus property, the Purchasing Agent/General Manager will complete and sign the Surplus Property/Capital Asset Disposition form, noting the date, disposal method, and any proceeds received, if the property was sold. The Purchasing Agent/General Manager will also note the date that the Board approved the donation or scrapping of the surplus property if that level of approval was required.

After all signatures have been obtained, a copy of the form will be sent to the initiating department and to the Accounting, which will remove any surplus property items that had been classified as fixed assets. Finance will keep the original form on file.

G. Proceeds

Any proceeds received from the trade-in or sale of the surplus property will be credited to the General Fund.

Town of Discovery Bay CSD
Surplus Property/Capital Asset Disposition
Current Value over \$500/Item or \$1,000/Combined Items

[illegible]

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Exhibit B

**Town of Discovery Bay
Notice of Surplus Property Donation**

Town of Discovery Bay CSD surplus supplies and equipment may be donated to non-profit organizations or school districts located or operating within the district, or if these organizations express no interest, then to any other nonprofit organization or private organization that provides assistance to nonprofit organizations that has expressed interest in receiving donated surplus district property. The Town of Discovery Bay CSD is accepting requests for donation for the following property which has been identified as surplus.

Quantity	Description of Property	Location

Town of Discovery Bay CSD Surplus Supplies and Equipment - Donation

The Purchasing agent/General Manager shall have authority, to donate surplus supplies and equipment subject to the following:

- 1) Surplus supplies and equipment may be donated to non-profit organizations or school districts located or operating within the district, or if these organizations express no interest, then to any other nonprofit organization or private organization that provides assistance to nonprofit organizations that has expressed interest in receiving donated surplus district property.
- 2) Donations made to eligible entities shall be on a first come, first-serve basis.
- 3) Prior to transfer of the donated supplies or equipment, the recipient entity shall provide a statement executed by a person duly authorized to legally bind the recipient entity that the donated property will:
 - a) Be accepted "as is," with no express or implied warranties; and
 - b) That an immediate need exists for the property and that it will be put into immediate use; and
 - c) That the property not ever be sold or otherwise transferred for profit; and
 - d) That the recipient entity shall assume all costs and liability associated with the removal and transportation of the surplus property from the District.
- 4) The District shall provide notice of the surplus property to be donated to solicit interest from potential donees.
- 5) If in the opinion of the Purchasing Agent/General Manager, the total amount of property to be donated pursuant to this section has a current value of \$1,000 or more, the Purchasing agent/General Manager shall prepare a report of the property to be donated, the estimated current value of the property to be donated, and the recipient(s) of the property proposed to be donated, for approval by the Board of Directors.

Interested parties must submit a written request for donation to:

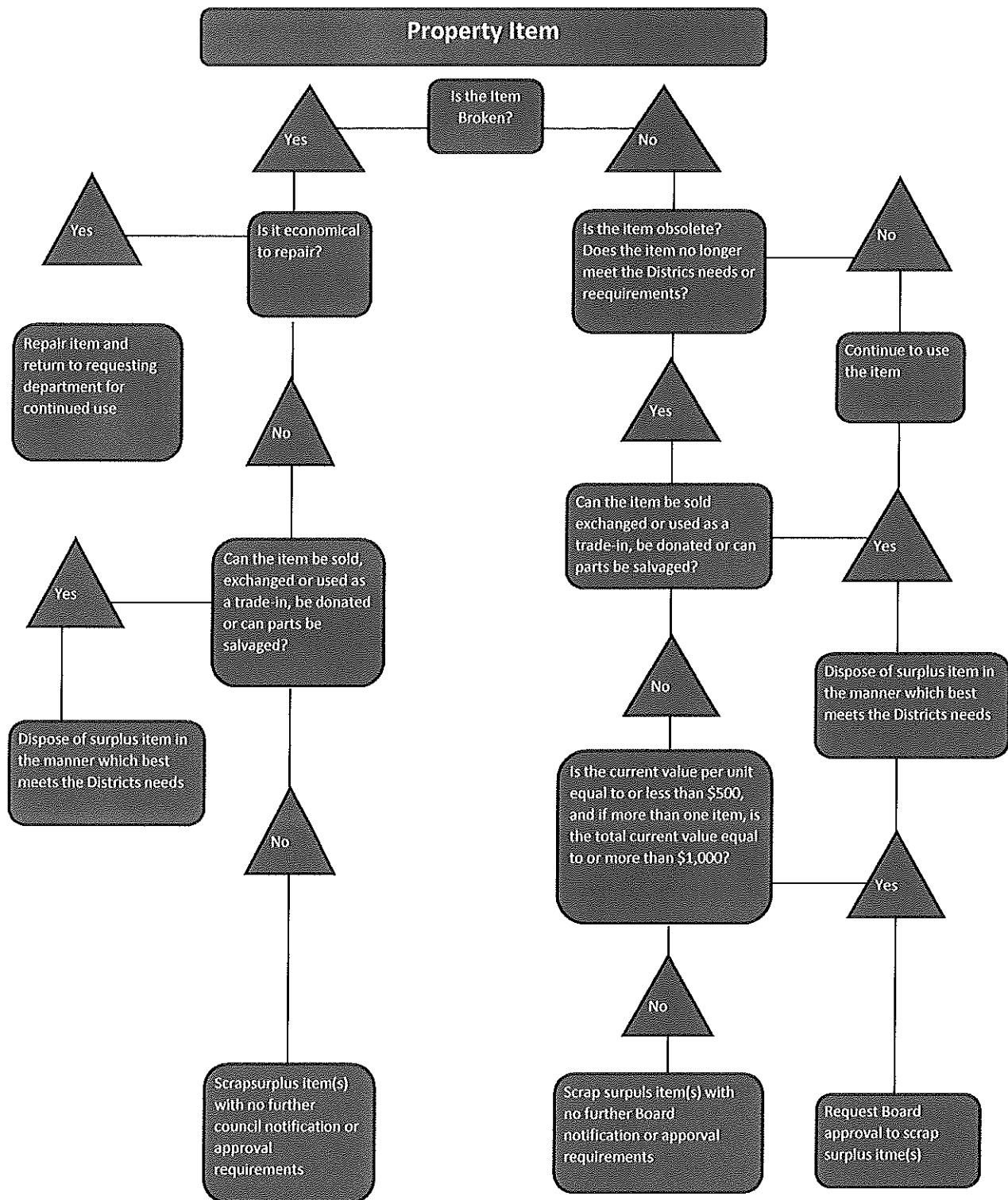
Town of Discovery Bay CSD
Purchasing Agent/General Manager
1800 Willow Lake Rd
Discovery Bay, CA 94505

All requests for donation must be received no later than 5:00 pm _____.

For further information please call us at (925)634-1131.

Bulletin Board Posting Date:

Town of Discovery Bay Scrap Determination





**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2012-06**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
ADOPTING WATER, ECOSYSTEM HEALTH AND OTHER ISSUES RELATED TO THE SAN
FRANCISCO BAY AND THE SACRAMENTO - SAN JOAQUIN RIVER DELTA**

WHEREAS, This Resolution is effective upon passage by The Town of Discovery Bay Community Services District, hereinafter collectively referred to as "STAKEHOLDERS"

WHEREAS, the San Francisco Bay and the Sacramento-San Joaquin River Delta ("the Delta") are at risk from many factors, and the State is proposing large-scale changes to water conveyance through and around the Delta to address state-wide water supply needs, changes to the Delta ecosystem to address declining ecosystem health and fish populations, changes to land use authority within the Delta, and changes to water rights, statewide water management and many other aspects related to the Delta that will impact the areas in and around the Delta; and,

WHEREAS, The Town of Discovery Bay CSD will be adversely impacted by planned actions in the Delta through reduction in water quality and health of the San Francisco Bay-Delta and the resulting increase in stormwater (NPDES) permit requirements; and,

WHEREAS, the Town of Discovery Bay CSD believe there is value in developing an initiative on issues concerning the Delta, its watershed and greater San Francisco Bay/Delta estuary; and,

WHEREAS, the Town of Discovery Bay CSD wish to collectively articulate the issues and interests from the perspective of the Delta region itself, from the people who call the Delta home and best understand the tremendous resource the Delta represents; and,

WHEREAS, the Town of Discovery Bay CSD recognize the efforts and value of the Delta Counties Coalition and a need for joint action and advocacy on Delta-related issues, and have identified mutual interests.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Town of Discovery Bay CSD, as a STAKEHOLDER, adopts this Resolution for the purpose of articulating mutual interests on Bay-Delta issues. Furthermore, the STAKEHOLDERS resolve to work together to defend Bay-Delta related interests at a regional perspective and to use their unified voice to advocate on behalf of local government in available forums at all levels, consistent with the following principles of mutual interest:

a. Local Government Authority. Recognition of the authority and responsibility given to local government related to land use, urban and agricultural water supply, waste water treatment and recycling, water resource development, flood management, public health and safety, economic development and sustainable growth, agricultural stability, recreation, and environmental protection.

b. Delta Ecosystem. Protection and restoration of a healthy sustainable Delta ecosystem including adequate water quality, inflows and outflow, and water supply, to support fisheries, wildlife and habitat in perpetuity.

c. **Existing System Reliability.** Support immediate improvements to the existing Through-Delta Conveyance and improvements to protect key regionally important infrastructure, such as trans-Delta aqueducts, as part of a complete strategy for the State's water management and to ensure reliability of the existing water supply system.

d. **Delta Outflows.** Ensure adequate Delta outflows to San Francisco Bay to support fisheries, wildlife, habitat, water quality and other beneficial uses.

e. **Regional Self-Sufficiency.** Incorporation of sustainable approaches for improved water supply, water quality and reliability through the overarching principle of regional self-sufficiency to reduce reliance on exports from the Delta and reduce the current impacts on the Bay-Delta ecosystem.

f. **Delta Area Communities.** Protect the economic viability of industry, recreation, tourism, and agriculture, and the ongoing vitality of communities throughout the Delta and immediately adjacent to the Delta, and along the shoreline of the greater San Francisco Bay-Delta.

g. **Fair Representation.** Represent and include local government in any new governance structures for the Delta.

h. **Flood Protection.** Support funding and implementation of urban and non-urban flood protection, at the appropriate level of protection, through rehabilitation, improvement and maintenance of flood control levees and structures.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

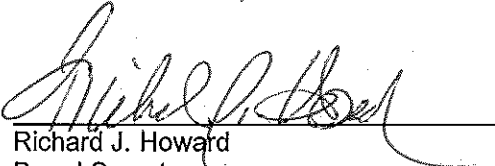
PASSED, APPROVED AND ADOPTED THIS 7th DAY OF March 2012.



V. Chris Steele
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on March 7, 2012, by the following vote of the Board:

AYES: 4
NOES: 0
ABSENT: 0
ABSTAIN: 0



Richard J. Howard
Board Secretary



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2012-07**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
DECLARING ITS INTENTION TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF TAXABLE
OR TAX-EXEMPT OBLIGATIONS AND DIRECTING CERTAIN ACTIONS WITH RESPECT THERETO AS REQUIRED
BY UNITED STATES DEPARTMENT OF TREASURY REGULATIONS SECTION 1.150-2**

WHEREAS, the Town of Discovery Bay Community Services District (the "Town of Discovery Bay") desires and intends to finance the costs of acquiring, constructing, repairing, expanding, modernizing, and/or equipping of its Water Enterprise and Wastewater Enterprise, as identified in the Water Master Plan and Wastewater Master Plan, respectively, as accepted by the Board of Directors by Board action on February 8, 2012 and as set forth in the schedule of projects attached thereto; and

WHEREAS, the Town of Discovery Bay CSD intends to finance the acquisition, construction, repairing, expanding, modernizing, and/or equipping of the Project or portions of the Project with the proceeds of the sale of taxable or tax-exempt bonds, notes, certificates of participation, revenue bonds or other forms of debt, the interest upon which is excluded from gross income for federal income tax purposes (the "Bonds"); and

WHEREAS, prior to the issuance of the Bonds the Town of Discovery Bay CSD desires to incur certain capital expenditures (the "Expenditures") with respect to the Project from available moneys of the Town of Discovery Bay CSD; and

WHEREAS, the Board of Directors has determined that those moneys advanced within sixty (60) days from the date hereof, and those moneys which will be advanced on and after the date hereof, to pay Expenditures are available only for a temporary period, and it is necessary to reimburse the Town of Discovery Bay CSD for such Expenditures from the proceeds of the Bonds, all as set forth pursuant to Section 1.150-2 of the regulations (the "Treasury Regulations") promulgated under the Internal Revenue Code of 1986, as amended (the "Tax Code"); and

WHEREAS, this Resolution will be reasonably available for public inspection within a reasonable period of time after its date of adoption and in the same manner governing the public availability of records of other official acts of the Board of Directors; and

WHEREAS, this Resolution is intended to be a "declaration of official intent" in accordance with Section 1.150-2 of the Treasury Regulations.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Town of Discovery Bay reasonably expects to reimburse itself for the Expenditures made by the Town of Discovery Bay in anticipation of the issuance of the Bonds with proceeds from the sale of the Bonds. The reimbursement of the expenditure is consistent with the Town of Discovery Bay's budgetary and financial circumstances. There are no funds or other sources of money of the Town of Discovery Bay, or any related person or controlled entity, that have been, or are reasonably expected to be reserved, allocated on a long term basis or otherwise set aside to pay the costs of the Project to be paid or reimbursed out of the proceeds of the Bonds.

SECTION 2. The maximum principal amount of the Bonds from which Expenditures are to be made is reasonably expected to be \$20,000,000. The obligation to be represented by the Bonds may be incurred by the Town of Discovery Bay CSD by means of the execution and delivery of certificates of participation or revenue bonds, or, in the alternative, the Bonds may be issued by a joint exercise of powers authority which will make the Bond proceeds available to the Town of Discovery Bay CSD through a loan, lease, or installment purchase arrangement.

SECTION 3. The proceeds from the Bonds are to be used for the financing, acquisition, design and/or construction of the Project, funding a reserve fund, a capitalized interest fund, and paying certain costs of issuance related thereto.

SECTION 4. This Resolution is adopted solely for purposes of establishing compliance with the requirements of section 1.150-2 of the Treasury Regulations. This Resolution does not bind the Town of Discovery Bay CSD to make any expenditure, incur any indebtedness or proceed with the financing, acquisition or construction of the Project. All of the Expenditures covered by this Resolution were made not earlier than sixty (60) days prior to the date of adoption hereof.

SECTION 5. All actions heretofore taken by the officers, or their respective designees, employees and agents of the Board of Directors of the Town of Discovery Bay CSD in connection with the financing of the Project are hereby ratified and confirmed.

SECTION 6. This Resolution shall take effect immediately upon its adoption.

SECTION 7. The Board Secretary shall certify the adoption of this Resolution.

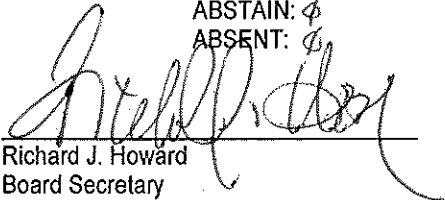
PASSED, APPROVED AND ADOPTED THIS 21st DAY OF March 2012,



V. Chris Steele
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting held on March 21, 2012 by the following vote of the Board.

AYES: 4
NOES: 0
ABSTAIN: 0
ABSENT: 0



Richard J. Howard
Board Secretary



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2012-08**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY, A COMMUNITY SERVICES DISTRICT (CSD)
TO REMOVE FORMER DIRECTOR BRIAN DAWSON AND ADD DIRECTOR JAMES MATTISON
ON THE DISTRICT'S ECC BANK ACCOUNTS, A DIVISION OF BANK OF AGRICULTURE AND COMMERCE TO
SIGN ON CHECKS FROM THE TOWN OF DISCOVERY BAY CSD CHECKING ACCOUNTS
AND TO SIGN ON TRANSACTIONS WRITTEN FOR THE TOWN OF DISCOVERY BAY CSD CD ACCOUNT**

WHEREAS, the Town of Discovery Bay CSD desires to remove former director, Brian Dawson and add director James Mattison on their five (5) public bank accounts with ECC Bank, A Division of Bank of Agriculture and Commerce to sign on checks written from the Town of Discovery Bay CSD Checking Accounts and to sign on transactions written for the Certificate of Deposit, which are all listed below:

50017249 – Water and Wastewater (CSD)
50020304 – Discovery Bay Community Center
50306399 – Certificate of Deposit (CD)
22007884 – General Fund Account
22008560 – Deposit Holding Account

NOW, THEREFORE, BE IT RESOLVED that the Town of Discovery Bay CSD does the following:

1. That ECC Bank, A Division of Bank of Agriculture and Commerce, Discovery Bay Branch, 14804-A Highway 4, Discovery Bay, CA 94505, is hereby directed to remove former director Brian Dawson, and add director James Mattison on the above five (5) banking accounts to be able to sign on checks written and sign on transactions written from these accounts on behalf of the District.
2. The Town of Discovery Bay CSD Board of Directors require that valid signatures on checks written and transactions written from these accounts by both the President and Vice President, or by the President Pro-Tempore, and one other Director, or, in the absence of the elected officers, any two Directors.
3. That this Resolution supersedes all previous Resolutions that have removed or added Directors on the District's ECC Bank Accounts, A Division of Bank of Agriculture and Commerce to sign on checks from the Town of Discovery Bay CSD Checking accounts and to sign on transactions written for the Town of Discovery Bay CSD CD Account.

PASSED AND ADOPTED this 18th day of April 2012 by the following vote:

V. Chris Steele
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on April 18, 2012 by the following vote of the Board:

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0

Richard J. Howard
Board Secretary



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION NO. 2012-09

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT (CSD)
CONCERNING THE RAVENSWOOD
IMPROVEMENT DISTRICT – DB L&L ZONE # 9 - ANNUAL ASSESSMENT**

WHEREAS, the Board of Directors of the Town of Discovery Bay CSD, pursuant to a will-serve letter with the developer of that subdivision known as Ravenswood, has formed a landscaping, park, lighting and open space district, known as Ravenswood Improvement District – DB L&L Zone #9, for the purpose of providing for the operation and maintenance of landscaping, parks, street lights and open space installed in said subdivision by developer; and

WHEREAS, the Board of Directors now desires to levy the annual assessment for fiscal year 2012-2013 for such district.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Town of Discovery Bay CSD as follows:

1. The Board of Directors of the Town of Discovery Bay Community Services District, in an effort to deter crime, provide traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following, pursuant to Resolution 2005-03.
2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, parks, street lights, and open space in the subdivision 8710 known as Ravenswood.
3. The assessment district consists of that property generally described as Subdivision 8710-Ravenswood being a subdivision of a portion of the Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.
4. There are proposed new improvements and change in existing improvements in said district.
5. HERWIT Engineering is hereby ordered to prepare a report for annual assessment for the assessment District in accordance with Article 4, of Chapter 1, of Part 2, of Division 15 (commencing with § 22565), of the California Streets and Highways Code, and to file it with the

Secretary of the Board of Directors of the Town of Discovery Bay
Community Services District.

6. The Board of Directors finds and declares that the formation of the assessment district, and the levy of assessments, is exempt from the requirement of the California Environmental Quality Act (CEQA), pursuant to Title 14 of the California Code of Regulations section 15273(a), in that such formation and levy is not designed to increase services, or expand a system, but is for the purpose, with respect to systems already determined to be installed pursuant to the various documents approving the Ravenswood subdivision, of meeting operating expenses, purchasing supplies, equipment and materials, meeting financial reserve needs, and obtaining funds necessary for repair and replacement to maintain such services and systems.
7. If, and when, the annual assessment is levied, the Secretary of the Board of Directors is authorized and directed to file a notice of exemption from CEQA.
8. The Board Secretary shall certify the adoption of this Resolution.

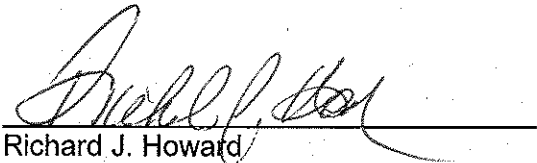
PASSED, APPROVED AND ADOPTED THIS 16th DAY OF May 2012.



V. Chris Steele
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at this regular meeting, held on May 16, 2012, by the following vote of the Board:

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0



Richard J. Howard
Board Secretary



**Town of Discovery Bay
Community Services District**

RESOLUTION NO. 2012-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TOWN OF DISCOVERY BAY, A COMMUNITY SERVICES DISTRICT (DISTRICT) ORDERING
EVEN-YEAR BOARD OF DIRECTORS ELECTION; CONSOLIDATION OF ELECTIONS; AND
SPECIFICATIONS OF THE ELECTION ORDER

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; determine the number of words, may estimate the cost; and determine whether the estimate must be paid in advance; and

WHEREAS, Elections Code Section 12112 requires the elections official of the principal county to publish a notice of the election once in a newspaper of general circulation in the district;


NOW, THEREFORE, BE IT RESOLVED that an election be held within the territory included in this district on the 6th day of November, 2012, for the purpose of electing members to the Board of Directors of said district in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on Tuesday, the 6th day of November 2012. The purpose of the election is to choose members of the board of directors for the following seats:

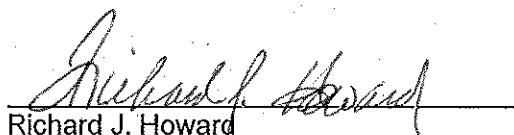
Board of Director - Term End Date 12/05/2014
Board of Director - Term End Date 12/02/2016
Board of Director - Term End Date 12/02/2016
2. The District has determined that the Candidate will pay for the Candidate's Statement. The Candidate's Statement will be limited to 300 words. As a condition of having the Candidate's Statement published, the candidate shall pay the estimate cost at the time of filing. The District hereby accepts the Election Division estimated cost for a candidate statement as the following: \$400.00.
3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.
5. The District will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
6. The Secretary of the Board is ordered to deliver copies of this Resolution, to the Registrar of Voters.

PASSED, APPROVED AND ADOPTED THIS 6th DAY OF June 2012.


V. Chris Steele
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 6, 2012, by the following vote of the Board:

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0


Richard J. Howard
Board Secretary



**Town of Discovery Bay
Community Services District**

RESOLUTION NO. 2012-11

**RESOLUTION OF THE OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
AUTHORIZING THE COMMENCEMENT OF PROCEEDINGS IN CONNECTION WITH
THE EXECUTION AND DELIVERY OF WATER AND WASTEWATER BOND OBLIGATIONS,
APPOINTING AN UNDERWRITER, A BOND COUNSEL, A DISCLOSURE COUNSEL AND
AUTHORIZING THE GENERAL MANAGER TO ENTER INTO CERTAIN AGREEMENTS IN
CONNECTION THEREWITH**

WHEREAS, the Town of Discovery Bay Community Services District (the "Town of Discovery Bay") desires and intends to finance the costs of acquiring, constructing, repairing, expanding, modernizing, and/or equipping of its Water and Wastewater Enterprises (collectively, the "Project"); and

WHEREAS, the Town of Discovery Bay intends to finance the acquisition, construction, repairing, expanding, modernizing, and/or equipping of the Project or portions of the Project with the proceeds of the sale of tax-exempt municipal bonds, notes, certificates of participation, or revenue bonds, the interest upon which is excluded from gross income for federal income tax purposes (the "Bonds"); and

WHEREAS, in order to efficiently accomplish the issuance of the Bonds, the Town of Discovery Bay desires to appoint an underwriter, bond counsel and disclosure counsel to provide necessary professional services in connection therewith; and

WHEREAS, the Town of Discovery Bay desires to engage Standard & Poor's Ratings Services, a Standard & Poor's Financial Services LLC business (the "S&P"), to conduct a public rating of the Bonds; and

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Findings and Determinations. The Board of Directors of the Town of Discovery Bay (the "Board") hereby finds that the above recitals are true and correct. The Board determines that it is necessary and desirable to provide financing for the Project by the issuance and sale of Bonds, subject to authorization of the issuance of the Bonds by resolution of the Town of Discovery Bay at a subsequent meeting to be held for such purpose. This Resolution does not bind the Town of Discovery Bay to make any expenditure, incur any indebtedness or proceed with the Bonds except as otherwise specifically provided herein.

Section 2. Bonds to be Limited Obligations. The Bonds and the interest thereon shall be special limited obligations of the Town of Discovery Bay secured by installment payments (the "Installment Payments") of the Water and Wastewater Enterprises, respectively, in favor of the owners of the Bonds. The Bonds and interest thereon shall not be deemed to constitute a debt or liability of the Town of Discovery Bay within the meaning of any constitutional, statutory, or other limitation or provision and shall not constitute a pledge of the full faith and credit of the Town of Discovery Bay. The issuance of the Bonds shall not directly, indirectly or contingently, obligate the Town of Discovery Bay to levy any form of taxation therefor or to make any appropriation for their payment.

Section 3. Authorized Representatives. The President, Vice-President, General Manager and any other person authorized by the Town of Discovery Bay Board of Directors to act on behalf of the Town of Discovery Bay shall each be an "Authorized Representative" of the Town of Discovery Bay for the purposes of structuring and providing for the issuance of the Bonds.


Section 4. Appointment of Bond Counsel and Underwriter. The Weist Law Firm, 108 Whispering Pines Drive, Suite 235, Scotts Valley, CA 95066 is hereby appointed to act as Bond Counsel and Disclosure Counsel with respect to the Bonds, and is authorized and directed to take any legal action and to prepare and submit to the appropriate parties all proceedings, agreements and other documents as shall be necessary and customary in connection with the issuance of the Bonds. Kinsell, Newcomb & De Dios, Inc., 2776 Gateway Rd., Carlsbad, CA 92009 is hereby appointed to serve as Underwriter for the Bonds. The duties, responsibilities and fees of the Underwriter and Bond Counsel are set forth in separate consulting agreements, each of which have been presented to this Board for consideration, and this Board hereby approves said consulting agreements and authorizes and directs the General Manager to execute and delivery the same on behalf of the Town of Discovery Bay.

Section 5. Approval of Rating Agency Agreement. The General Manager is hereby authorized and directed to request S&P to perform its ratings analysis, and to provide its corresponding rating on the Bonds, in accordance with a services agreement (the "Agreement"). The General Manager is hereby authorized to enter into the Agreement between the Town of Discovery Bay and S&P, the form of which has been presented to this Board for consideration, and this Board hereby approves said Agreement and authorizes and directs the General Manager to execute and delivery the same on behalf of the Town of Discovery Bay.

Section 6. Official Actions. The Authorized Representatives of the Town of Discovery Bay are hereby authorized and directed, to execute the agreements specifically referred to herein and to do and perform any and all acts and things, from time to time, consistent with this resolution and necessary or appropriate to carry the same into effect and to carry out its purposes.

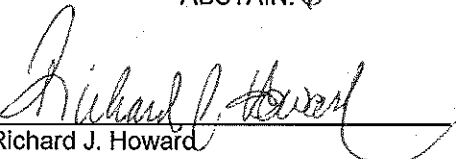
Section 7. Effective Date. This Resolution shall take effect from and after the date of its passage and adoption.

PASSED, APPROVED AND ADOPTED THIS 6th DAY OF June 2012.


V. Chris Steele
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 6, 2012, by the following vote of the Board:

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0


Richard J. Howard
Board Secretary

Account	Account Description	Dept./Proj#	2010/2011 ACTUALS	2011/2012 BUDGET	2011/2012 ACTUALS April 2012	2012/2013 Budget	Variance
3000	Equipment		\$ -	\$ -	\$ -	\$ 75,000	\$ -
	Community Message Board	A				\$ 40,000	
	Boom Lift	W/WV				\$ 25,000	
	Security Camera's	WV				\$ 10,000	
3120	CIP Wastewater		\$ -	\$ 1,125,665	\$ 417,316	\$ 310,000	\$ -
	Secondary Effluent Pump Station Modifications	B					
	Secondary Effluent Equalization	6					
	Effluent Filtration	7					
	Revise UV Disinfection Wells	8					
	Conduct UV Disinfection Viral Bioassay Test	9			\$ 50,000		
	Upgrade UV Disinfection	10					
	Add Pump to Export Pump Station	12					
	Solids Improvements, phase 2: One New Solar Dryer	14				\$ 110,000	
	Collection System Pump Station Improvements	15				\$ 150,000	
	SCADA Improvements	16				\$ 50,000	
	Fiber to Plant 1					\$ 50,000	
3135	CIP Water		\$ -	\$ 120,000	\$ 115,000	\$ 251,400	\$ -
	Source Capacity						
	Weir 10 pump Equipment Upgrade	1d		\$ 40,000		\$ 221,400	
	Treatment Filter at Willow Lake					\$ 30,000	
	Treatment Filter unit at Willow Lake WTP vessel, media, foundation, all new face piping & controls	2a					
	New Backwash Tank at Willow Lake WTP piping modifications & foundation	2b					
	New Recycle Pumps at Willow Lake WTP 3 pumps, piping & controls	2c					
	Recycle Pump Upgrade - Newport	2a					
3150	Structures & Improvements Wastewater		\$ -	\$ -	\$ -	\$ 1,652,781	\$ -
	Influent Pump Station Modifications	1				\$ 58,882	
	RE Activate Pump Station W	2				\$ 21,319	
	Emergency Storage Facilities	3				\$ 14,580	
	Splitter Box, OX ditch, Clarifier, RAS pumps at Plant 2, standby Aerators	4				\$ 605,000	
	Reverse Osmosis Facilities	11					
	Solids Improvements, Phase 1: New Solar Dryers and 2 Belt Presses	13			\$ 800,000	\$ 800,000	
*****	Upgrade OX Ditch 1						
	Rehab Manholes					\$ 18,000	
	Raise Manholes					\$ 10,000	
	Spare HCU Sensor					\$ 60,000	
	Road Crossing Ramps					\$ 15,000	
	Salinity Project					\$ 50,000	
3165	Structures & Improvements Water		\$ -	\$ -	\$ -	\$ 185,000	\$ -
	Water Distribution System						
	Replace 8-in mainline w/new 16-in C905 - Willow Lake from Disco Blvd to Beaver Ln	3b				\$ 150,000	
	Storage Tanks						
	New Water Storage Tank - Newport WTP	4a				\$ 25,000	
	Willow Lake WTP Chemical Room Upgrade					\$ 10,000	
	Security Door Locks					\$ 10,000	
3180	Infrastructure Replacement Fund		\$ -	\$ 320,000	\$ 320,000	\$ 500,000	\$ -
	Sewer Infrastructure Replacement Program		\$ 150,000	\$ 150,000	\$ 150,000	\$ 200,000	
	Pumps/Motors Replacement Fund Program		\$ 40,000	\$ 40,000	\$ 40,000	\$ 50,000	
	Water Infrastructure Replacement Program		\$ 100,000	\$ 100,000	\$ 100,000	\$ 200,000	
	Facilities & Vehicles Replacement Fund		\$ 30,000	\$ 30,000	\$ 30,000	\$ 50,000	
	Encumbrance(s) Carry Over (Re-budgeted) Capital					\$ 1,808,125	
	Capital Totals		\$ 858,610	\$ 1,559,665	\$ 852,316	\$ 1,253,000	\$ 400,684
	Bond Financed Totals					\$ 921,181	
	Growth Induced Totals						
	Total Capital		\$ -	\$ 1,569,665	\$ 852,316	\$ 2,974,181	\$ -

Account	Account Description	Dept./Proj#	2013/2014 Budget	2014/2015 Budget	2015/2016 Budget	2016/2017 Budget	SUM
3000	Equipment						
	Community Messag Board	A	\$ -	\$ -	\$ -	\$ -	\$ 75,000
	Room Lift	W/V/V					\$ 40,000
	Security Camera's	V/V					\$ 25,000
3120	CIP wastewater		\$ 235,000	\$ 910,400	\$ 4,221,300	\$ 2,211,300	\$ 7,881,000
	Secondary Effluent Pump Station Modifications	5			\$ 250,000		\$ 250,000
	Secondary Effluent Equalization	6			\$ 680,000		\$ 680,000
	Effluent Filtration	7		\$ 461,400	\$ 2,076,300	\$ 2,076,300	\$ 4,614,000
	Revise UV Disinfection Weirs	8					\$ -
	Conduct UV Disinfection Viral Bioassay Test	9					\$ -
	Upgrade UV Disinfection	10		\$ 120,000	\$ 1,030,000		\$ 1,200,000
	Add Pump to Export Pump Station	12		\$ 100,000			\$ 100,000
	Solids Improvements, phase 2: One New Solar Dryer	14					\$ -
	Collection System Pump Station Improvements	15	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 650,000
	SCADA Improvements	16	\$ 100,000	\$ 100,000			\$ 350,000
	Fiber to Plant 1						\$ 50,000
3135	CIP Water		\$ 608,020	\$ 894,350	\$ 403,200	\$ 28,800	\$ 2,225,800
	Source Capacity						\$ -
	Well 7	1a	\$ 627,300	\$ 627,300			\$ 1,476,000
	Well 18 pump Equipment Upgrade	1d					\$ 30,000
	Treatment Filter at Willow Lake						\$ -
	Treatment Filter unit at Willow Lk WTP vessel, media, foundation, all new face piping & controls	2a	\$ 20,720	\$ 230,260			\$ 259,000
	New Backwash Tank at Willow Lk WTP piping modifications & foundation	2b		\$ 28,000	\$ 331,200		\$ 360,000
	New Recycle Pumps at Willow Lk WTP 3 pumps, piping & controls	2c			\$ 72,000		\$ 72,000
	Recycle Pump Upgrade - Newport	2a				\$ 28,800	\$ 28,800
3150	Structures & Improvements Wastewater		\$ 4,473,390	\$ 4,186,710	\$ 1,350,000	\$ -	\$ 11,662,881
	Influent Pump Station Modifications	1	\$ 981,360				\$ 1,040,242
	RE-Activate Pump Station W	2	\$ 355,320				\$ 976,639
	Emergency Storage Facilities	3	\$ 114,210	\$ 114,210			\$ 243,000
	Splitter Box, OX ditch, Clarifier, RAS pumps at Plant 2, standby Aerators	4	\$ 2,722,500	\$ 2,722,500			\$ 6,050,000
	Reverse Osmosis Facilities	11					\$ -
	Solids Improvements, Phase 1: New Solar Dryers and 2 Belt Presses	13	\$ 300,000	\$ 1,350,000	\$ 1,350,000		\$ 3,600,000
	Upgrade OX Ditch 1						\$ -
	Rehab Manholes						\$ 18,000
	Raise Manholes						\$ 10,000
	Spare NTU Sensor						\$ 60,000
	Road Crossing Ramps						\$ 15,000
	Salinity Project						\$ 50,000
3165	Structures & Improvements Water		\$ 250,000	\$ 336,400	\$ 1,743,600	\$ 610,960	\$ 3,125,960
	Water Distribution System						\$ -
	Replace 8-in mainline w/new 16-in C905 - Willow Lk from Disco Blvd to Beaver Ln	5b	\$ 250,000	\$ 250,000	\$ 750,000	\$ 610,960	\$ 2,010,960
	Storage Tanks						\$ -
	New Water Storage Tank - Newport WTP	4a		\$ 86,400	\$ 993,600		\$ 1,080,000
	Willow Lake WTP Chemical Room Upgrade						\$ 25,000
	Security Door Locks						\$ 10,000
3180	Infrastructure Replacement Fund		\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,500,000
	Sewer Infrastructure Replacement Program		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
	Pumps/Motors Replacement Fund Program		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	Water Infrastructure Replacement Program		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
	Facilities & Vehicles Replacement Fund		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	Encumbrance(s) Carry Over (Re-budgeted) Capital						\$ 1,806,125
	Capital Totals		\$ 935,000	\$ 935,000	\$ 1,343,000	\$ 1,245,960	\$ 5,853,960
	Bond Financed Totals		\$ 5,100,690	\$ 4,814,010	\$ 2,280,000		\$ 13,115,881
	Growth Induced Totals		\$ 20,720	\$ 1,034,880	\$ 4,557,100	\$ 2,105,100	\$ 7,713,800
	Total Capital		\$ 6,106,410	\$ 6,833,890	\$ 8,218,100	\$ 3,351,060	\$ 27,493,641



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION NO. 2012-12

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT, CALIFORNIA, ADOPTING THE OPERATING, CAPITAL IMPROVEMENT
AND REVENUE BUDGETS FOR FISCAL YEAR 2012-2013**

WHEREAS, The Town of Discovery Bay Community Services District is required pursuant to California Government Code Section 61110 to annually adopt a budget that identifies certain types of expenditures for the fiscal year that begins July 1st of each year; and

WHEREAS, The General Manager has prepared and submitted to the Board of Directors a Proposed Operating, Capital Improvement and Revenue Budget for the fiscal year beginning July 1, 2012 and ending on June 30, 2013; and

WHEREAS, The Board of Directors held a Special Board Workshop on June 13, 2012 for the sole purpose of deliberating the Draft FY 2012-13 Operating, Capital Improvement and Revenue Budget; and

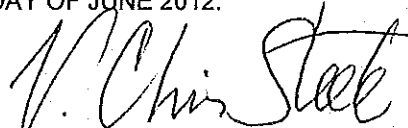
WHEREAS, The Board of Directors has considered the budget and the comments thereon, and has determined that it is necessary for the efficient management of the District to appropriate revenues to the expenditure categories necessary to carry out the activities of the District as provided in the FY 2012-13 draft budget, and as may be amended.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The annual budget for the Town of Discovery Bay Community Services District for FY 2012-13 is hereby adopted, and is incorporated herein.

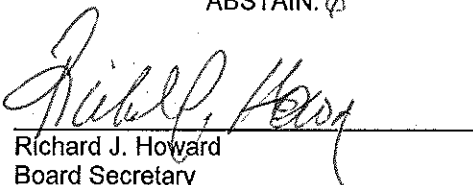
SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 20th DAY OF JUNE 2012.


V. Chris Steele
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 20, 2012, by the following vote of the Board:

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0


Richard J. Howard
Board Secretary

*Town of Discovery Bay Community Services District
Contra Costa County, California*



FISCAL YEAR 2012-13

OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET

Draft June 20, 2012

*Town of Discovery Bay Community Services District
Contra Costa County, California*



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*Town of Discovery Bay Community Services District
Contra Costa County, California
Fiscal Year 2012-2013 Budget*



Board of Directors

Chris Steele, President
Kevin Graves, Vice President
Jim Mattison, Director
Mark Simon, Director
Ray Tetreault, Director

District Management

Rick Howard, General Manager
Daniel J. Schroeder, District Counsel
Virgil Koehne, Water and Wastewater Manager
Fairlin Perez, Parks and Landscape Manager
Dina Breitstein, Finance Manager
Calista Anderson, Executive Assistant

The Town of Discovery Bay Community Services District

1800 Willow Lake Road
Discovery Bay, CA 94505
925-634-1131
www.todlb.ca.gov

*Town of Discovery Bay Community Services District
Contra Costa County, California
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*Town of Discovery Bay Community Services District
Contra Costa County, California*



June 20, 2012

Dear Board of Directors,

I am pleased to submit to the Town of Discovery Bay Community Services District Board of Directors the financial plan for the fiscal year beginning July 1, 2012 and ending June 30, 2013.

This budget is balanced and presents a spending plan where revenues meet expenditures. The Board and public will be presented with a complete financial outlook of the district's finances relative to operating expenses and the day-to-day expenditures necessary to operate the district in an efficient manner. This budget also includes a Capital Improvement Program that continues to address the long-term capital needs of the District. A robust capital replacement fund represents an ongoing structural element of long term financial sustainability. I am pleased to report that for FY 2012-13 I have programmed \$500,000 into this fund covering capital assets such as vehicles, buildings, equipment, and underground infrastructure. The ongoing programming of these funds will play a critical role in the District's ability to plan for its long term financial planning needs. Additionally, I have included an allocation of \$327,082 to be placed in the District's Reserve Account.

This year's Operating and Maintenance Budget is essentially flat over the current year, with a projected increase of \$177,437, or 4%. The Capital Improvement Program Budget includes for the first time a five (5) year outlook. This change (from a one (1) year CIP) allows the Board and staff the opportunity to more effectively plan for future needs. It also provides the public an opportunity to see the projects that are programmed for the future.

At the Board Workshop that took place on January 14, 2012, the Board identified a number of goals for the coming year. Many of the following goals are either complete, or are in the process of being accomplished and should be finalized in the coming fiscal year. They are as follows:

Establish water conservation and education programs • Establish a FOG (Fats/Oils/Grease) program • Identify Earth Day as an annual community volunteer opportunity • Complete Phase 1 of the Dewatering Project • Obtain ownership of the County owned parks • Implement a leash-free park • Improve website accessibility • Finalize Community Center Plan • Provide for projects identified in the Water Master Plans • Complete Highway 4 east landscape project • Initiate and complete Clipper Drive landscape enhancement project

For this budget cycle, the Board again convened the Budget Review Committee. I would like to thank and acknowledge the members of the Fiscal Year 2012-13 Budget Review Committee: Director Mark Simon; Director Ray Tetreault; and at-large members Robert Graham; Judy Smith, and Rose Ann Solberg. The committee met four (4) times over a two (2) month period to review anticipated expenditures, revenues, and proposed capital projects. That committee completed their work and recommended the preliminary budget be submitted to the Board of Directors for consideration and adoption.

Also, this past year the District hired a new Finance Manager. The new Finance Manager has worked closely with the General Manager and staff to bring about positive change relative to the District's internal financial controls and reporting.

As the District continues to evolve and mature, staff initiated a number of administrative changes that enhance productivity, are financially relevant, improve internal financial controls or improve the ability of the District to conduct its business more efficiently. Some of these changes include the establishment of the District's Financial Reserve Policy and Investment Policy, respectively; and the revision and adoption of the District's Purchasing and Procurement Policy. Additionally, each District employee now has a comprehensive job description and a merit based performance review process has been implemented. Also in FY 2011-12, the Board adopted a revised set of District Bylaws and adopted a revised Board Policy. Overall, I believe the administrative functions of the District have witnessed a significant upgrade in internal controls and the manner in which we effectuate our service deliveries to the public.

Proposed FY 2012 – 13 Operating and Capital Improvement Program Budget	
Total O&M Budget	\$4,603,133
Total Capital Budget	\$2,504,181
Total Infrastructure Replacement Fund	\$500,000
Contribution to Reserves	\$327,082
Grand Total Expense Budget	\$7,934,396
Grand Total Revenue	\$7,934,396

The Operating and Maintenance (O&M) section of the budget is proposed to be \$4,603,133. Increases to the Operating plan can be seen in Salary and Wages where it is proposed that an increase of \$35,000 be authorized over current year projected actuals. This increase represents a variety of factors, including properly accounting for payroll taxes, increased legal fees, accurately attributing staff time to landscape related activities, a 2% payroll increase as well as increased workers compensation expenses. Other areas of increased spending in the O&M Budget include a more accurate reflection of expenditures based upon past years' historical data as well as current and future contractual obligations. This is evident in the increase in the contract with Veolia Water. Other notable increases can be seen in Travel and Education, Automotive and Supplies, and properly accounting for Info system Maintenance.

The District's website, www.toddb.ca.gov, continues to be populated with relevant information, documents, and materials. The website went through a significant upgrade this past spring and the changes and ease of access and file location has proved to be more accessible for all users of the site. Staff will continue to populate the site with information that is appropriate to our mission.

Our long term contract with Veolia Water is now entering its second year. Dividends are obvious, and the overall Water and Wastewater Operation is being managed and supported by arguably the most qualified staff in the District's history. We look forward to continuing to develop our ongoing partnership with Veolia. Over the past year, the District has initiated or completed a number of parks and landscape projects. Some of these projects are relatively small in size and scope, while others are significantly more extensive. The two (2) largest Parks and Landscape projects completed in the past twelve (12) months include the Basketball court at Regatta Park, Cornell Park improvements to the children's play structure; horseshoe pits and bocce ball court as well as resurfacing of the tennis courts. There have been many other landscape beautification projects throughout town including the Discovery Bay Boulevard east planting project.

The Capital Improvement Program (CIP) proposes expenditures of \$2,504,181, with a large portion of those needs derived from the Water and Wastewater Master Plan studies. Those studies have been previously accepted by the Board of Directors during FY 2011-2012. Staff has included a number of the projects contained in those plans for implementation or design in FY 2012-13 with construction beginning in FY 2013-2014.

As previously discussed, this budget also includes \$500,000 in Infrastructure Replacement funds for above and below ground Infrastructure needs. The addition of the Infrastructure Replacement Fund was specifically addressed as a positive addition to the budget by the District's independent auditors.

In Fiscal Year 2010-2011, the Board directed staff to initiate a long term Water Master Plan and a Wastewater Master Plan to help identify the long term capital needs of the District. The Fiscal Year 2012-2013 Capital Improvement Budget includes the approved master plan. In the 2012-13 year design and planning has been budgeted for with construction to begin in fiscal year 2013 forward.

On June 6, 2012, the District's Board of Directors authorized the first steps in what will become the beginning of the implementation phase for those projects included in the Master Plans. The action taken to initiate a long term financing consisting of Lease Revenue Bonds to facilitate the construction and implementation of approximately \$13M to \$14M +/- in projects will provide a long term sustainable infrastructure for years to come.

As I indicated earlier, this budget represents a budget where revenues match expenditures. For Fiscal Year 2012-13, while there are a number of recommended changes, however, from an operational standpoint, this budget accurately projects a "status quo" budget. The attached FY 2012-13 Operating, Capital, Capital Replacement and Revenue Budget represents a spending plan that is sustainable based upon projected revenues meeting projected expenditures of \$7,934,396. This budget document is the culmination of considerable effort on behalf of staff as well as the FY 2012-13 Budget Review Committee. Key to the preparation of this budget was to ensure all carry-over projects are properly accounted for, that revenue projections are based upon historic and anticipated revenues, and that spending is prudent and sensible. These budget totals reflect Encumbrance(s) Carry Over (re-Budgeted fees) of \$141,871 for O&M and \$1,562,842 for Capital Improvement Projects that are either under construction or pushed into FY 2012-13.

In August of 2011, the Board of Directors adopted a two (2) year water and sewer rate structure that resulted in a revenue stream capable of meeting the District's financial obligations while accounting for the capital needs that are necessary to operate the District's infrastructure.

The primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water and charges for residential water service. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees.

Revenues are projected to be \$7,934,396 and includes the aforementioned projected rate increase and \$921,181 related to proceeds from financing for capital projects.

There are not any staffing changes proposed for the coming year, and the number of Full Time Equivalents (FTE) remains the same as the current fiscal year. The FY 2012-13 Position Schedule is attached and is a part of the proposed budget.

This budget is a budget where revenues meet expenditures, where staffing levels do not change, and where service levels continue to improve. More importantly, however, it begins the multi-year process of ensuring that the District's infrastructure needs continue to be met while offering a strategic look at the overall assets of the District.

I would like to thank my staff for all of their assistance that went into this budget, especially Virgil Koehne, Fairin Perez, Dina Bretstein, and Callista Anderson. Their efforts are appreciated and I am grateful for their assistance.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rick Howard", with a stylized flourish at the end.

Rick Howard
General Manager

*Town of Discovery Bay Community Services District
Contra Costa County, California*



The Town of Discovery Bay Community Services District: At a Glance

Discovery Bay was established in the early 1970's as a weekend and summer resort community. Today, Discovery Bay has evolved into a thriving year-round home for more than 13,000 residents who enjoy small-town living against the backdrop of over 1,200 miles of Delta waterways. Discovery Bay boasts a full-service marina, three (3) public schools, one (1) private school, as well as two (2) shopping centers and a planned business park. However, this small town is no longer limited to Delta waterfront homes; it has developed into a community that provides something for everyone. Discovery Bay offers gated waterfront homes as well as Country Club homes located on a world-class golf course designed by Mike Asmundson. There are two (2) gated communities; Lakeshore and The Lakes, as well as nearby Ravenswood, a community planned around a public park.

The approximately 9 square mile area known as the Town of Discovery Bay Community Services District (TODBCSD) was formed in 1997 following a vote of the people to form an independent Special District with the purpose of providing essential public services to its residents. The Contra Costa County Local Agency Formation Commission (LAFCO) has authorized the TODBCSD the responsibility of providing the following special services to the residents of Discovery Bay:

- Water supply collection, treatment, and distribution
- Wastewater collection, treatment and distribution
- Parks and Landscape Maintenance
- Recreational Activities (Coming Soon)

District Form of Government

California's Independent Special Districts are legislatively authorized pursuant to California Government Code Sections 61000-61850. The Town of Discovery Bay Community Services District is governed by an elected five (5) member Board serving staggered four (4) year terms. The Board employs a General Manager to administer the day to day operations of the District.

Population

The 2010 census shows the total population in Discovery Bay to be 13,352 people.

Water Services

The Town of Discovery Bay CSD owns and maintains over sixty (60) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates five (5) water production wells that are located throughout the District and are capable of producing five million gallons of domestic water per day. The raw water is then treated in two (2) water treatment facilities with water storage capacity of 2.5 million gallons of treated water for customer distribution. The total water requirements of Discovery Bay are currently about 1,300 million gallons per year, which equates to an average daily demand of 3.6 million gallons per day.

Wastewater Services

The District provides wastewater collection, treatment and distribution services to approximately 5,800 homes and businesses located in the town. The wastewater treatment process goes through two (2) separate conveyance systems; Plant 1 and Plant 2. Wastewater Treatment Plant 1 is located just north of Highway 4, within the Discovery Bay Development area. Wastewater Treatment Plant 2 is located south of Highway 4 at the Town's eastern boundary. The two (2) plants are interconnected and are dependent upon each other for various functions.

In order to facilitate and transport the raw wastewater to the main wastewater treatment, the District utilizes 15 wastewater lift stations to move the waste through 50 miles of sewer mains. The plants are capable of producing an average of 1.8 million gallons of wastewater per day. The wastewater treatment plants currently include an influent pump station, influent screening, secondary treatment facilities using oxidation ditches, and ultraviolet (UV) disinfection prior to discharging the treated water into Old River.

The water and wastewater facilities are operated and maintained by Veolia Water N.A. under a multi-year agreement with the TODBCSD.

Parks and Landscaping Services

The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. Over the past few years, the Board of Directors has established priorities to improve the landscape areas of Discovery Bay. Improvements can be seen throughout town, including the recently completed Discovery Bay Boulevard

landscape enhancement project. The District has also initiated a number of projects within our parks system, including the recent completion of the Ravenswood Park Splash Pad, and the new playground at Cornell Park.

The landscape areas in Discovery Bay are broken down into five (5) landscape zones. Two (2) of those zones are owned by the TODBCSD, with the remaining three (3) owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8:

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood):

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35:

Zone 35 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57:

Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #61:

Zone 61 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive and Slifer Drive. Slifer Park is also included in this zone.

Recreation Services

The Town of Discovery Bay Community Services District is also responsible for providing recreational activities to the residents of the District. The most important project currently underway related to recreation services is the proposed community center project. Once the community center is built, it is anticipated that community recreational programs and activities will take place within the new facility.

*Town of Discovery Bay Community Services District
Contra Costa County, California*



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**Town of Discovery Bay CSD
2012-2013 Program Summary**

Department:	General Manager
Program Area:	Administration

Program Description:

The Town of Discovery Bay CSD Administration Department is comprised of the Administration and Finance functions and operates under the Board of Directors where the Board of Directors acts as the legislative policy making body and the General Manager serves as the administrative head of the District. The Administration Program provides information necessary for the Board of Directors to establish priorities and make well-informed decisions on policy matters. In addition, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Administration program supports and directs all departments, enabling them to carry out day-to-day operations, services and planning efforts.

Accomplishments, 2011-2012:

- Continue to forward information to the Board as necessary and in a timely fashion
- Implemented "Agenda Forecast" sheet to track status of agenda reports and district business items to ensure items don't "fall through the cracks"
- Reorganized and upgraded Financial Services Division and hired Finance Manager
- Updated Purchasing & Procurement Policy
- Updated and revised Board Bylaws and Board Policy
- Worked with the Budget Review Committee to produce a budget that was adopted on time
- Created a new budget document with enhanced budget contents
- Worked with Community Center Committee to develop a comprehensive set of recommendations to the Board
- Worked with Communications Committee to develop a comprehensive set of recommendations to the Board
- RFP for new Audit services
- Established vehicle fuel/maintenance tracking report program
- Successful SDRMA site inspection audit

- Development of emergency plan (currently under review)
- Development of safety manual
- Establishment of comprehensive employee job descriptions
- Developed new and comprehensive employee performance reviews
- Updated website with numerous documents and information for public review

Objectives, 2012-2013:

1. Review issues, policies in regards to internal controls
2. Review processes and look for areas for automation specifically Agenda Preparation



**Town of Discovery Bay CSD
2012-2013 Program Summary**

Department:	Financial Services
Program Area:	Administration

Program Description:

The Town of Discovery Bay CSD Administration Department is comprised of the Administration and Finance functions and operates under the Board of Directors where the Board of Directors acts as the legislative policy making body and the General Manager serves as the administrative head of the District. The Finance program operates a governmental accounting, reporting and records maintenance system that provides financial information to both as well as external users and internal management. This program controls and monitors the receipt and disbursement of public funds in compliance with statutory requirements and professional accounting standards. This program also has the responsibility for coordinating all external auditing functions including the annual financial audit and audits by all outside agencies. The Finance function is responsible for the continuing development of financial accounting software and implementation of new technology to increase efficiency in accounting processes and to improve both internal and external reporting. This program also oversees the implementation of any new accounting pronouncements by the Governmental Accounting Standards Board (GASB). The payroll function of this program processes payroll for all District employees including interfacing with the District's payroll service provider and assuring compliance with all regulatory requirements, laws and District policies pertaining to payroll.

Accomplishments, 2011-2012:

- As part of an overall effort to improve productivity, the Administration Department added a new position in 2011-2012. The Finance Manager enables the District to have a qualified staff that has knowledge of Generally Accepted Accounting Principles and adequately prepare financial statements.

- To further increase productivity Administration Staff has purchased and begun the implementation of a new Financial Software System to maintain growth and need for fiscal conservatism.
- Developed the Investment and Reserve policies to ensure stability and internal controls, as well as created processes and procedures such as the Disposition of Surplus property.

Objectives, 2012-2013:

1. Review issues, policies in regards to internal controls
2. Streamline and review issues with Datamatic Corp. who provides wireless services for our water meter reads and billing system.
3. Fully implement new Caselle Financial Suite Software
4. Review processes and look for areas for automation such as filing and financial reporting.
5. Provide staff training pertaining to financial and billing systems, educational requirements as well as staff development training.
6. Develop procedures pertaining to financial reporting, including preparing a month end reporting.
7. Develop more comprehensive financial reporting models.



**Town of Discovery Bay CSD
2012-2013 Program Summary**

Department :	Public Services
Program Area:	Wastewater

Program Description:

The Town of Discovery Bay Wastewater Program provides for the collection, conveyance, treatment and discharge of treated effluent. Specifically, the Wastewater Program provides information necessary for the Board of Directors to establish priorities and make well-informed decisions in regards to the Town's wastewater matters. In addition, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Water program supports and directs the wastewater contractor, enabling them to carry out day-to-day operations, services and planning efforts. In addition, this program negotiates, administers, implements, and approves contracts for the provision of municipal services.

Accomplishments, 2012-2013:

- Initiated Multiyear bio-solids handling Construction Project
- UV command System Shade Structure completed
- Completed Wastewater Master Plan and conducted workshop
- Entered into contract with HERWIT Engineering for ongoing District Engineer services

Objectives, 2012-2013:

1. Start Design work on adding a new Oxidation Ditch, Clarifier and headwork's splitter box, for Plant #2.
2. Start design work to rehab Lift Station W, located at Plant #1, which will utilize "emergency" 10-million gallon holding lagoon.
3. Rehabilitate sewer manholes in the District, as necessary.



**Town of Discovery Bay CSD
2012-2013 Program Summary**

Department:	Public Services
Program Area:	Water Quality

Program Description:

This Program provides water production, treatment & distribution to approximately 6,000 homes and businesses. Specifically, the Water Program provides information necessary for the Board of Directors to establish priorities and make well-informed decisions in regards to the Town's water matters. The Water Quality program is responsible for the enforcement of regional water quality regulations. Response procedures have been developed to react to citizen water quality complaints and to pursue violations observed in the field. The program also assists with the development of water quality educational materials and outreach.

Accomplishments, 2011-2012:

- Completed Water Master Plan and conducted workshop
- Development of a "Monitoring Well" program with real-time measurements of current water levels.
- Replace filter media, for Filter vessel A & B at Willow Lake Site.
- Utilizing divers, inspect inside of all water storage tanks (with positive findings)

Objectives, 2012-2013:

1. Plan and initiate construction of Well 7
2. Plan for first segment of water main replacement.
3. Chemical Room upgrade at Willow Lake Location



**Town of Discovery Bay CSD
2012-2013 Program Summary**

Department:	Parks & Landscaping Services
Program Area:	Parks & Landscaping

Program Description:

The Parks and Landscaping Program provides for the planning, maintenance & capital needs of the parks & landscaping network in Discovery Bay. Specifically, the Parks & Landscaping Program provides information necessary for the Board of Directors to establish priorities and make well-informed decisions in regards to the Town's parks and landscaping matters. This program provides a comprehensive maintenance and rehabilitation program for 5 parks and the streetscapes inside Discovery Bay. In addition, the maintenance and rehabilitation program includes repair and maintenance of the parks within Zones 8, 9, 35, 57, 61 and the Park n Ride area. This program conducts preventative maintenance on streetscapes, which includes design and planting and ensuring proper drainage. This program maintains and replaces all plants and trees to ensure health, vitality and visual appeal as well as maintains inventory lists annually to project funding and scheduling of future repairs, projects and replacement.

Accomplishments, 2011-2012:

- Completion of Cornell Park Playground Renovation Project
- Renovated Tennis Courts, Cornell Park
- Removal and Reinstallation of Regulation Size Horse Shoe Pits, Cornell Park
- Renovation of Bocce Courts, Cornell Park
- Tot Lot Removal, Cornell Park
- Installation of new landscaping along Discovery Bay Blvd. (East), In House
- Completion of Regatta Park Basketball Court Construction Project
- Irrigation upgrades, Improved water efficiency – Slifer & Regatta Parks
- Successful management and continued coordination of EBRPD WW Grant Funds
- Coordination of community planting and clean-up project (Earth Day), Over 115 trees to Slifer Park and surrounding area.
- Completed first winterization and restart of Ravenswood Splash Pad.
- Completed Draft 5 Year CIP budgets - Zones 8, 9

- Completed and coordinated with Contra Costa County on the environmental review process and design approval for Slifer Park Shade Structures.

Objectives, 2012-2013:

1. Successfully complete all approved Capital Improvement Projects on time and within budget.
 - Slifer Park Shade Structure(s) Addition Project
 - Slifer Park Playground Surfacing Upgrade
 - Zone 35 Pedestrian Pathway resurfacing
 - Clipper Drive Planting Improvement Project
 - Cornell Park Pickle Ball Court Addition Project
 - Cornell Park Splash Pad Project
 - Cornell Park Lighting (Solar) Replacements
 - Cornell Park Bench and Picnic Table upgrades
 - Newport Drive Planting Improvements
 - Point of Timber Planting Improvements
2. Implement staff training programs; pesticide safety, parks and recreation management, Oasis Irrigation management, arborist certifications, equipment safety protocol.
3. Scan all final landscape and Irrigation plan sets to allow for paperless accessibility.
4. Continue to track and manage landscape water usage; Improve efficiency rates and water conservation.
5. Collaborate Internally to Integrate and transfer all Landscape Zones financial tracking to Accounting Department.
6. Continue to manage current approved Grant programs; research and seek out additional funding sources (qualifying grants, sponsorships, etc.).

*Town of Discovery Bay Community Services District
Contra Costa County, California*



Revenues -- "Where the money comes from"

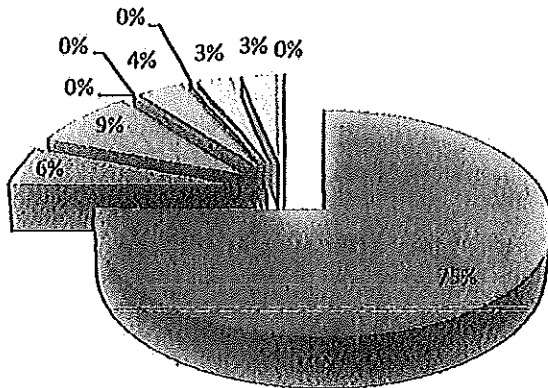
The following table identifies the various sources of revenue that can be anticipated during the course of the coming fiscal year. As is evident in the table, the primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water and residential water service fees. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees.

Of the approximately 5,000 residential and commercial properties in Discovery Bay, roughly 2,200 are billed for water use through meters. The remaining 2,800 properties are scheduled to receive water meters prior to the state mandated date of 2024.

REVENUE PROJECTIONS - DRAFT Fiscal Year 2011-12	2011/2012	2011/2012	2011/2012	2010/2011	2012/2013
Account Description	BUDGET	Actuals APR'12	Projected ACTUALS	Year End Variance	DRAFT Budget
Revenue					
General Fund	\$0	\$0	\$0	\$0	\$0
Property Tax Revenue	\$4,754,262	\$4,754,262	\$4,754,262		\$5,200,058
Commercial Water & Sewer	\$385,266	\$171,895	\$385,266		\$558,480
Residential Water	\$436,381	\$455,306	\$545,306	\$108,926	\$782,777
Large User Back Billing	\$0	\$0	\$0		\$82,000
Sewer/Water Permits	\$0	\$0	\$0		\$0
Sewer Capacity Fee	\$0	\$0	\$0		\$0
Water Capacity Fee	\$0	\$0	\$0		\$0
Investments/CCC	\$10,000	\$58	\$58	-\$9,942	\$0
Misc. Reimbursements	\$10,000	\$7,234	\$7,234	-\$2,766	\$10,000
Misc Receivables	\$2,000	\$2,555	\$243,555	\$241,000	\$2,000
EE Group Insurance Contributions	\$17,052	\$0	\$17,052		\$17,500
Landscape Related Payroll Reimbursements	\$176,810	\$92,134	\$176,810		\$169,500
Landscape Related Reimbursements	\$200,000	\$140,887	\$200,000		\$200,000
Landscape Related Group Ins (Partial EE Reimb)	\$23,600	\$0	\$23,600		\$10,900
Proceeds from Financing	\$0	\$0	\$0		\$921,181
GRAND TOTAL REVENUE	\$5,995,361	\$5,624,320	\$8,333,133	\$337,772	\$7,934,396

FY 2011-2012 Projected Revenue Actuals

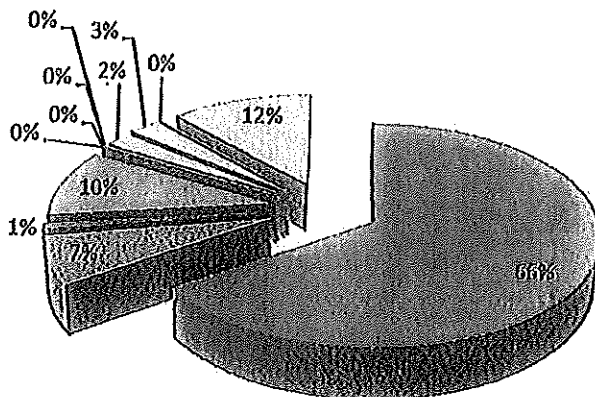
\$6.333M



- General Fund \$00
- Property Tax Revenue (unmetered water & vww) \$4.754M
- Commercial Water & Sewer Metered \$365K
- Leg User Back Billing
- Residential Water Metered \$545K
- Sewer/Water Permits \$00
- Sewer Capacity Fee \$00
- Water Capacity Fee \$00
- Investments/CCC \$00
- Misc. Reimbursements \$7K
- Misc Receivables \$2K
- EE Group Insurance Contributions \$17K
- Landscape Related Payroll Reimbursements \$177K
- Landscape Related Reimbursements \$200K
- Landscape Related Group Ins (Partial EE Reimb) \$24K

FY 2012-2013 Proposed Revenue

\$7.934M



- General Fund \$00
- Property Tax Revenue (unmetered water & vww) \$5.2M
- Commercial Water & Sewer Metered \$558K
- Leg User Back Billing \$62K
- Residential Water Metered \$783K
- Sewer/Water Permits \$00
- Sewer Capacity Fee
- Water Capacity Fee \$00
- Investments/CCC \$00
- Misc. Reimbursements \$10K
- Misc Receivables \$2K
- EE Group Insurance Contributions \$18K
- Landscape Related Payroll Reimbursements \$170K
- Landscape Related Reimbursements \$200K
- Landscape Related Group Ins (Partial EE Reimb) \$11K
- Proceeds from Financing \$921K

*Town of Discovery Bay Community Services District
Contra Costa County, California
Operations and Maintenance Budget*



The Operations and Maintenance Budget for the Fiscal Year 2012-13 represents the day-to-day spending plan that meets the needs of the District and keeps it running smoothly and efficiently. The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures.

For FY 12-13 the O&M budget remains essentially the same as FY 2011-2012. The Operations and Maintenance (O&M) program has a proposed spending plan of \$4,603,133 which represents an increase of \$177,437 or 4% over FY 2011-2012. Increases to the O&M program are evident in the Contractual Services section where an increase of \$43,500 is proposed over current year projected actuals for Legal Service and a \$9,000 increase for Election Expense; and a \$17,000 increase in Liability and Property Insurance. This increase represents a variety of factors, including properly accounting for Insurances, accurately attributing to consulting activities in regards to the Water and Wastewater Master Plan. Overall, however, staffing is projected to continue with the same number of Full Time Equivalents (FTE) as the current fiscal year.

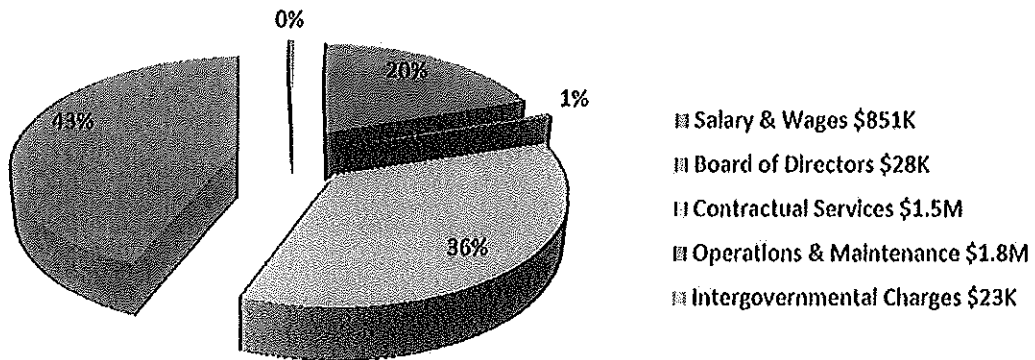
FY 2012-2013 Proposed Operations & Maintenance Budget

Account	2010/2011 ACTUALS	2011/2012 BUDGET	2011/2012 Actuals May '12	2011/2012 Projected Actuals	2012/2013 Proposed Budget	Variance
Personnel Approved June 2012						
7000 Salary & Wages	\$564,145	\$531,551	\$433,350	\$531,551	\$557,000	\$25,449
7001 Overtime	\$0	\$5,000			\$5,000	\$0
7015 Payroll Utilities	\$0	\$3,655	\$38,745	\$33,665	\$61,000	\$27,345
7030 Group Insurance	\$10,000	\$44,400	\$49,076	\$49,000	\$33,400	(\$15,000)
7035 Workers Comp	\$4,453	\$9,000	\$14,861	\$16,000	\$16,000	\$0
7060 457 B Plan					\$15,700	\$15,700
7240 Auto Allowance		\$4,800	\$3,850	\$4,200	\$4,200	\$0
7075 Reimbursement of Wages		\$157,737	\$128,598	\$137,700	\$149,000	(\$11,212)
7076 Overtime		\$2,000			\$5,000	\$2,000
7090 Reimbursed Wages - Utilities	\$0	\$16,073	\$18,607	\$16,073	\$16,000	(\$73)
7105 Reimbursed Insurance		\$23,600	\$13,602	\$23,600	\$5,100	(\$18,500)
7120 Reimbursed 457B Plan					\$5,500	\$5,500
7150 Temporary Employees	\$0	\$0	\$0	\$0	\$9,400	\$9,400
Sub Total	\$593,601	\$847,216	\$693,698	\$850,789	\$996,600	\$49,384
Board of Directors						
7165 Board of Directors Compensation	\$25,933	\$16,000	\$21,800	\$26,100	\$16,000	\$0
Board of Directors Travel & Meetings		\$2,500	\$1,616	\$1,515	\$3,750	\$1,210
Board of Directors Training & Education	\$3,459				\$2,000	\$1,000
Sub Total	\$29,442	\$18,500	\$23,416	\$27,615	\$41,750	\$12,500
Contractual Service						
7270 Outside Services	\$1,412,018	\$1,450,000	\$1,328,165	\$1,460,000	\$1,516,400	\$36,400
7271 Consulting Services	\$334,419	\$210,000	\$172,783	\$193,000	\$210,000	\$0
7272 Waste Water Service Contract	\$1,021,527	\$1,148,000	\$1,039,691	\$1,148,000	\$1,183,000	\$34,000
7273 Professional Fees					\$2,400	\$2,400
7274 Contract Services					\$0	\$0
7275 Preventative & Corrective	\$56,102	\$107,000	\$53,202	\$107,000	\$107,000	\$0
7276 Contract Mailing		\$15,000	\$12,592	\$15,000	\$15,000	\$0
7265 Legal	\$71,347	\$60,000	\$73,600	\$90,000	\$123,500	\$43,500
7300 Accounting	\$23,310	\$10,000	\$16,133	\$30,000	\$27,150	(\$2,850)
7301 Credit & Collection						
Sub Total	\$1,906,725	\$1,590,000	\$1,430,018	\$1,560,000	\$1,667,050	\$77,050
Operations & Maintenance						
7360 Travel & Meetings	\$6,918	\$3,000	\$3,024	\$3,024	\$7,500	\$4,500
7365 Training & Education	\$3,459				\$7,000	\$7,000
7370 Dues & Subscriptions				\$330	\$500	\$500
7375 Memberships	\$6,023	\$17,500	\$9,590	\$17,500	\$18,000	\$500
7385 CSD Sponsored Events					\$5,500	\$5,500
7385 PR, Advertising & Elections	\$5,381	\$0	\$9,000		\$9,000	\$9,000
7390 Public Communications and Notices	\$7,825	\$5,000	\$1,818		\$5,000	\$0
7395 Telecommunications	\$15,527	\$11,100	\$15,878	\$17,591	\$17,600	\$5,100
7396 Telephone - general	\$9,221	\$1,800	\$5,414	\$7,391	\$8,000	\$3,200
7397 Telecom - Networking					\$600	\$600
7398 Telephone - cellular	\$7,353	\$6,500	\$9,261	\$10,200	\$9,000	\$2,500
7399 Materials	\$0	\$0	\$0	\$0	\$0	\$0
7399 Road/Construction Materials (street signs)					\$0	\$0
7395 Automotive/Supplies & Repairs	\$32,983	\$10,000	\$21,418	\$22,000	\$10,000	\$10,000
7390 Repairs & Maintenance	\$41,295	\$69,500	\$53,077	\$68,428	\$707,700	\$9,100
7391 General Repairs	\$691,183	\$550,000	\$41,586	\$550,000	\$550,000	\$0
7400 General Repairs Pumps	\$127,271	\$100,000	\$52,652	\$80,000	\$100,000	\$0
7392 HIR/SIP Testing - RINCO		\$5,000	\$0		\$5,000	\$0
7393 Miscellaneous Equipment (under \$500)	\$1,299	\$3,000			\$3,000	\$0
7394 Info System - Maintenance	\$5,842	\$2,500	\$12,791	\$16,000	\$16,000	\$14,300
7395 Equipment Maintenance	\$2,850	\$4,500	\$3,697		\$4,500	\$0
7396 Computer Equipment & Supplies	\$8,074	\$30,000			\$10,900	(\$19,100)
7397 Miscellaneous Small Tools	\$6,773	\$3,500	\$10,369	\$10,369	\$5,000	\$1,500
7398 Equipment Repair					\$1,000	\$1,000
7399 Computer Software			\$32,059	\$32,059	\$11,500	\$11,500
7405 Office Supplies	\$22,644	\$11,500	\$12,118	\$15,509	\$11,500	\$0
7406 Cleaning Supplies (household items)				\$2,000	\$2,000	\$2,000
7407 Minor Equipment (furniture <\$1K)					\$500	\$500
7408 Office Furniture	\$413	\$1,000	\$3,009	\$3,009	\$500	(\$500)
7409 Postage	\$13,575	\$2,500	\$2,185	\$2,500	\$2,500	\$0
7410 Office Supplies	\$9,656	\$8,000	\$6,924	\$8,000	\$6,000	(\$2,000)
7410 Rent & Facility Expense	\$22,269	\$25,500	\$15,958	\$37,058	\$39,500	\$14,000
7421 County Requested Maintenance					\$0	\$0
7422 Rent Public Meetings		\$100	\$0	\$0	\$500	\$0
7423 Building Rent					\$0	\$0
7424 Equipment Rental/Leasing					\$0	\$0
7425 Facility Maintenance - Landscape	\$23,388	\$15,000	\$24,877	\$24,877	\$1,000	(\$11,000)
7426 Building Repairs & Maintenance	\$3,891	\$10,000	\$12,081	\$12,181	\$15,000	\$25,000
7435 Insurance	\$0	\$50,000	\$14,628	\$55,000	\$67,033	\$17,033
7436 Insurance - Liability		\$50,000	\$14,628	\$55,000	\$28,514	(\$21,486)
7437 Insurance - Other					\$1,233	\$1,233
7438 Insurance - Property					\$21,882	\$21,882
7439 Insurance - Umbrella					\$15,351	\$15,351
7450 Permits & Fees	\$60,889	\$65,000	\$13,535		\$65,100	\$100
7451 Permits & Fees	\$15,859	\$10,000	\$19,535	\$19,535	\$10,000	\$0

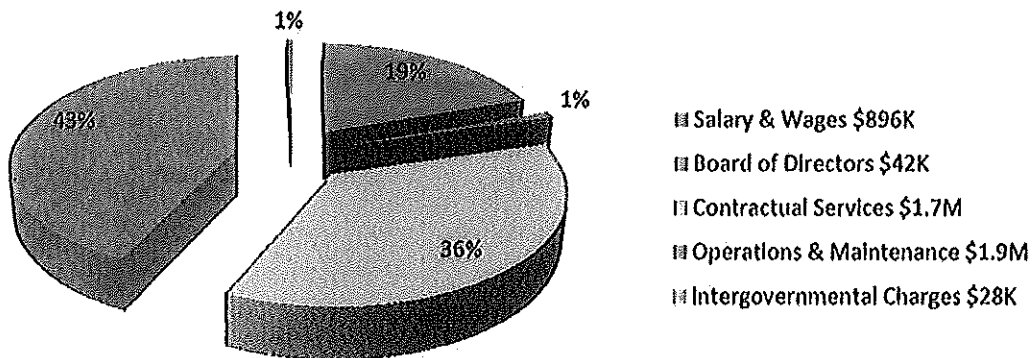
Town of Discovery Bay CSD: Operations and Maintenance

7452	Special Expense					\$100	\$100
7453	INFOES/HOV/lines	\$15,000	\$25,000	\$15,000	\$250,000	\$25,000	\$0
7465	Utilities	\$741,936	\$705,000	\$622,203	\$705,000	\$705,000	\$0
7466	Electrical Cost (General)					\$0	\$0
7467	Electrical Cost (water)	\$359,628	\$335,000	\$295,507	\$335,000	\$335,000	\$0
7469	Electrical Cost (sewer)	\$387,328	\$370,000	\$326,696	\$370,000	\$370,000	\$0
7469	Electrical Cost CCC					\$0	\$0
7480	Chemicals	\$59,250	\$100,000	\$65,146	\$100,000	\$65,500	(\$37,500)
7485	Freight	\$0	\$0	\$0		\$2,500	\$2,500
7510	Other	\$160,538	\$209,000	\$202,412	\$227,314	\$209,000	\$0
7511	Miscellaneous Bank Charges		\$500	\$159	\$300	\$500	\$0
7512	Miscellaneous Services & Supplies	\$13,974	\$2,500	\$15,014	\$15,014	\$2,500	\$0
7513	Miscellaneous Reimbursable	\$146,561	\$1,000	\$5,820	\$7,000	\$1,000	\$0
7514	Landscape Related Reimbursable		\$200,000	\$127,916	\$200,000	\$200,000	\$0
7515	Unrecoverable Charges		\$5,000	\$3,483	\$5,000	\$5,000	\$0
7516	G.F. Expenditures					\$0	\$0
7517	Miscellaneous					\$0	\$0
7518	Bad Debt					\$0	\$0
7519	Debt Services					\$0	\$0
	Sub Total	\$2,033,748	\$1,921,500	\$1,643,015	\$1,869,354	\$1,959,933	\$19,633
7525	Inter-Governmental Charges						
7525	Inter-Governmental Charges	\$20,262	\$28,680	\$23,071	\$280	\$27,800	(\$516)
7526	Cost of Goods Sold (COGS)					\$0	\$0
7527	Taxes & Assessments					\$1,000	\$1,000
7529	Reimbursement for County Admin. Costs					\$0	\$0
7530	Revenue Collection	\$4,610	\$6,000			\$0	(\$6,000)
7531	Investment Fee		\$200	\$200	\$200	\$200	\$0
7532	Data Processing/Payroll Wire Transfer Fees		\$180	\$400	\$80	\$2,600	\$2,120
7533	Accounting (A/P, A/R, GI)		\$7,000			\$7,000	\$0
7534	Public Works - Permits	\$15,622	\$10,000	\$12,965		\$12,000	\$2,000
7535	Property Taxes		\$10,000	\$9,506		\$10,000	\$0
7540	Interest Expense					\$0	\$0
7555	Depreciation Expense					\$0	\$0
7570	Gain or Loss Disposal/Sale of Assets					\$0	\$0
	Sub Total	\$20,262	\$28,680	\$23,071	\$280	\$27,800	(\$580)
DBM Encumbrance(s) Carry Over (Re-budgeted)						\$ 141,871	
Total DBM		\$4,288,831	\$4,425,696	\$3,813,308	\$4,348,038	\$4,603,133	\$177,437
Total Capital Plus Encumbrance(s) Carry Over (Re-budgeted) Capital		\$4,288,831	\$4,425,696	\$3,813,303	\$4,348,038	\$4,745,005	\$177,177

FY 2011-2012 Projected O&M Actuals \$4.35M



FY 2012-2013 Proposed O&M Budget \$4.603M



*Town of Discovery Bay Community Services District
Contra Costa County, California
Capital Improvement Program Budget*



The Capital Improvement Program for Fiscal Year 2012-2013 is valued at \$3,004,181 and includes funding necessary to properly service, maintain and support the basic functions of District operations, design for the two (2) CIP Water & Wastewater Master Plans as well as \$800,000 for the approved CIP Solids Improvements, Phase 1: New Solar Dryers and 2 Belt Presses project started in FY 2011-2012.

The CIP is broken down into six (6) distinct areas -- Wastewater Capital Improvements; Wastewater Structures & Improvements; Water Capital Improvements; Water Structures & Improvements; Equipment; and Infrastructure Replacement. All of the projects that are included as a part of the CIP represent projects that continue to maintain existing infrastructure, as well as preparing to accommodate future development.

The Water and Wastewater Master Plans that were commissioned late in fiscal year 2010-2011 were completed, have been reviewed by the Board of Directors and were accepted. Future residential and commercial development in Discovery Bay will determine the timing of any capital improvements necessary to accommodate any new growth.

Wastewater-- Capital Improvements and Structures & Replacements

The Wastewater CIP and Structures & Replacements represent Twelve (12) projects at a total combined cost of \$1,962,781; of which \$699,781 is allocated for design work of the Wastewater Master Plan which will be financed. \$800,000 is allocated for Solids Improvements, Phase 1: New Solar Dryers and 2 Belt Presses approved in FY 2011-2012. Included in the CIP is \$1,560,843 in carry-over funds necessary to close out the remainder of projects associated with the FY 2011-2012.

Water Capital Improvements and Structures & Replacements

The CIP for Domestic Water production includes Five (5) projects at total combined cost of \$436,400. The projects include \$221,400 for design of Well 7 which will be financed. Included in the CIP is \$1,999 in carry-over funds necessary to close out the remainder of projects associated with the FY 2012-2013.

Equipment: Capital

There are Three Equipment purchases listed for Administration, Water and Wastewater departments totaling \$105,000. These Equipment purchases are as follows; Electronic Message Board \$70,000; Boom Lift (cost split between the Parks & Landscaping and Water and Wastewater Departments) \$25,000; and Security Cameras for the Water and 1 Wastewater Treatment Plants \$10,000.

Infrastructure Replacement Fund

The addition of the Infrastructure Replacement Fund allocates \$500,000 in four distinct areas: Sewer Infrastructure; Pumps and Motors Replacement; Water Infrastructure; and Facilities and Vehicles Replacement.

FY 2012-2013 Proposed Capital Improvement Budget

Pending Approval June 2012

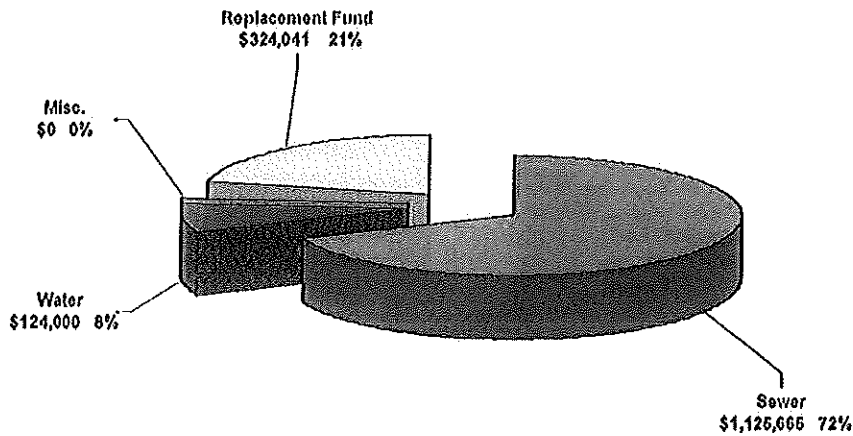
Account	Account Description	Dip/Proj#	2010/2011 ACTUALS	2011/2012 BUDGET	2011/2012 ACTUALS April 2012	Proposed 2012/2013 Budget	Variance
3000	Equipment					\$ 105,000	\$ -
	Electronic Message Board	A				\$ 20,000	\$ -
	Basin Lift	W/VW				\$ 25,000	\$ -
	Security Cameras	WW				\$ 10,000	\$ -
3120	CIP Wastewater		\$ -	\$ 1,129,655	\$ 457,316	\$ 310,000	\$ -
	Secondary Effluent Pump Station Modifications	5					
	Secondary Effluent Equalization	6					
	Effluent Filtration	7					
	Passive UV Disinfection Vial	8					
	Conduct UV Disinfection Vial Biosensor Test	9			\$ 50,000		
	Upgrade UV Disinfection	10					
	Add Pump to Export Pump Station	12					
	Solids Improvements, phase 2: One 100% Solids Dryer	14				\$ 110,000	
	Collection System Pump Station Improvements	15				\$ 150,000	
	SCADA Improvements	16				\$ 50,000	
	Fiber to Plant 1						
3130	CIP Water		\$ -	\$ 124,000	\$ 115,000	\$ 211,000	\$ -
	Source Capacity						
	Well 7	1a			\$ 10,000	\$ 211,000	
	Well 8	1b					
	Well 10 pump Equipment Upgrade	1c				\$ 30,000	
	Trickle Filter at Willow Lake						
	Trickle Filter unit at Willow Lake WTP vessel, media, foundation, a new 4" line piping & controls	2a					
	New Backwash Tank at Willow Lake WTP piping modifications & foundation	2b					
	New Recycle Pumps at Willow Lake WTP 3 pumps, piping & controls	2c					
	Recycle Pump Upgrade - Reservoir	2d					
3150	Structures & Improvements Wastewater		\$ -	\$ -	\$ -	\$ 1,652,781	\$ -
	Influent Pump Station Modifications	1				\$ 12,000	
	Re-Aerate Pump Station W	2				\$ 21,319	
	Emergency Storage Facilities	3				\$ 14,310	
	Splitter Box, Oxidizer, Chlorine, RAS pumps at Plant 2, standby Aerator	4				\$ 605,000	
	Revert Osmosis Facilities	11					
	Solids Improvements, Phase 2: New Solids Dryers and 2 Belt Presses	12			\$ 400,000	\$ 400,000	
	Rehab Manholes					\$ 10,000	
	Raise Manholes					\$ 30,000	
	Spine RTU Sensor					\$ 60,000	
	Road Crossing Ramps					\$ 15,000	
	Safety Project					\$ 50,000	
3160	Structures & Improvements Water		\$ -	\$ -	\$ -	\$ 185,000	\$ -
	Water Distribution System						
	Replace 8" main line with 16" C900 - window from Disco Blvd to Beaver Ln	3b				\$ 150,000	
	Storage Tanks						
	New Water Storage Tank - Reservoir WTP	4a					
	Willow Lake WTP Chemical Room Upgrade					\$ 25,000	
	Security Door Locks					\$ 10,000	
3180	Infrastructure Replacement Fund		\$ -	\$ 320,000	\$ 310,000	\$ 500,000	\$ -
	Source Infrastructure Replacement Program			\$ 150,000	\$ 150,000	\$ 200,000	
	Pumps/Structures Replacement Fund Program			\$ 40,000	\$ 40,000	\$ 50,000	
	Water Infrastructure Replacement Program			\$ 100,000	\$ 100,000	\$ 200,000	
	Fertilizer & Vehicles Replacement Fund			\$ 30,000	\$ 30,000	\$ 50,000	
	Encumbrance(s) Carry Over (Re-budgeted) Capital					\$ 1,562,812	
	Capital Totals		\$ 850,610	\$ 1,569,655	\$ 692,316	\$ 2,033,000	
	Good Placed Totals					\$ 921,181	
	Growth Induced Totals						
	Total Capital		\$ -	\$ 1,569,655	\$ 692,316	\$ 2,004,181	\$ 1,434,516
	Total Capital Plus Encumbrance(s) Carry Over (Re-budgeted) Capital		\$ -	\$ 1,569,655	\$ 692,316	\$ 4,557,023	\$ 1,434,516

FY 2012-2013 Proposed Capital Improvement Budget

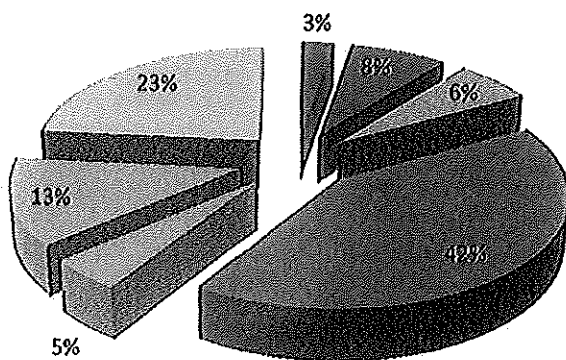
FY 2012-2013 Proposed Capital Improvement Budget		FY 2012-2013 Proposed Capital Improvement Budget		Proposed	Proposed	Proposed	Proposed	
FY 2012-2013 Proposed Capital Improvement Budget		FY 2012-2013 Proposed Capital Improvement Budget		2013/2014	2014/2015	2015/2016	2016/2017	SUM 12/13-16/17
Account	Account Description	Dept/Proj#	Budget	Budget	Budget	Budget	Budget	
3000	Equipment							
	Electron's Message Board	A						\$ 105,000
	Boon Lids	W/VW						\$ 70,000
	Security Camera's	WV						\$ 25,000
								\$ 10,000
3120	GP Wastewater		\$ 215,000	\$ 916,400	\$ 4,221,300	\$ 2,211,300		\$ 7,363,000
	Secondary Effluent Pump Station Modifications	5			\$ 250,000			\$ 250,000
	Secondary Effluent Equalization	6			\$ 650,000			\$ 650,000
	Effluent Filtration	7		\$ 261,400	\$ 2,076,300	\$ 2,076,300		\$ 4,613,000
	Positive UV Disinfection Wells	8						\$ -
	Conduct UV Disinfection Viral Bioassay Test	9						\$ -
	Upgrade UV Disinfection	10		\$ 120,000	\$ 1,070,000			\$ 1,200,000
	Add Pump to Export Pump Station	12		\$ 100,000				\$ 100,000
	Solids Improvements, Phase 2: One New Solar Dryer	14						\$ -
	Collection System Pump Station Improvements	15	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000		\$ 650,000
	SCADA Improvements	16	\$ 100,000	\$ 100,000				\$ 350,000
	Fiber to Plant 1							\$ 50,000
3135	GP Water		\$ 618,020	\$ 1,652,310	\$ 1,161,200	\$ 28,800		\$ 3,741,600
	Source Capacity							\$ -
	Well 2	1a	\$ 627,300	\$ 627,300				\$ 1,276,000
	Well 8	1b		\$ 755,000	\$ 755,000			\$ 1,516,000
	Well 10 pump Equipment Upgrade	1d						\$ 30,000
	Treatment filter at Willow Lake							\$ -
	Inlet Filter unit at Willow Lake VTP vessel, media, foundation, all water face piping & controls	2a	\$ 20,720	\$ 218,280				\$ 259,000
	New Backwash Tank at Willow Lake VTP piping modifications & foundation	2b		\$ 28,000	\$ 331,200			\$ 360,000
	New Recycle Pumps at Willow Lake VTP 3 pumps, piping & controls	2c			\$ 77,000			\$ 77,000
	Recycle Pump Upgrade - Newport	2d				\$ 28,600		\$ 28,600
3150	Structures & Improvements Wastewater		\$ 4,473,390	\$ 4,213,210	\$ 1,375,500	\$ -		\$ 11,717,811
	Influent Pump Station Modifications	1	\$ 581,360					\$ 1,010,222
	Re-Aerate Pump Station V	2	\$ 355,320					\$ 276,639
	Emergency Storage Facilities	3	\$ 114,210	\$ 114,210				\$ 242,000
	Solids Improvements, Phase 1: New Solar Dryers and 2 Bel Presses	4	\$ 2,222,100	\$ 2,222,100				\$ 6,050,000
	Reverse Osmosis Facilities	11						\$ -
	Solids Improvements, Phase 1: New Solar Dryers and 2 Bel Presses	13	\$ 300,000	\$ 1,375,500	\$ 1,375,500			\$ 3,051,000
	Rehab Manholes							\$ 18,000
	Raise Manholes							\$ 10,000
	Spore HGU Sensor							\$ 60,000
	Road Crossing Ramps							\$ 15,000
	Safety Project							\$ 50,000
3165	Structures & Improvements Water		\$ 250,000	\$ 318,400	\$ 1,743,600	\$ 610,960		\$ 3,125,960
	Water Distribution System							\$ -
	Replace 8 42 inch mains w/ 16 in C905 - Willow Lake from Disco Blvd to Beaver Ln	2b	\$ 250,000	\$ 250,000	\$ 250,000	\$ 610,960		\$ 2,010,960
	Storage Tanks							\$ -
	New Water Storage Tank - Newport VTP	4a		\$ 86,400	\$ 923,600			\$ 1,010,000
	Willow Lake VTP Chemical Room Upgrade							\$ 25,000
	Security Door Locks							\$ 10,000
3180	Infrastructure Replacement Fund		\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000		\$ 2,500,000
	Sewer Infrastructure Replacement Program		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000		\$ 1,000,000
	Pumps/Motors Replacement Fund Program		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		\$ 250,000
	Water Infrastructure Replacement Program		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000		\$ 1,000,000
	Facilities & Vehicles Replacement Fund		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		\$ 250,000
	Encumbrance(s) Carry Over (Re-budgeted) Capital							\$ 1,502,412
	Capital Totals		\$ 915,020	\$ 1,743,610	\$ 2,643,000	\$ 1,245,960		\$ 8,169,960
	Bond Financed Totals		\$ 5,106,450	\$ 4,819,510	\$ 1,375,500			\$ 11,716,811
	Growth Induced Totals		\$ 20,720	\$ 1,034,160	\$ 5,413,100	\$ 2,103,100		\$ 8,613,400
	Total Capital		\$ 6,106,410	\$ 7,617,390	\$ 9,091,600	\$ 3,351,060		\$ 29,010,611
	Total Capital Plus Encumbrance(s) Carry Over (Re-budgeted) Capital		\$ 6,106,410	\$ 7,617,390	\$ 9,091,600	\$ 3,351,060		\$ 29,010,611

CAPITAL IMPROVEMENT PROGRAM

FY 2011/2012



FY 2012 -2013 Proposed CIP \$3.004M



- Equipment \$105K
- CIP Wastewater \$310K
- CIP Water \$251K
- Structure & Improvements Wastewater \$1.6M
- Structures & Improvements Water \$185K
- Infrastructure Replacement Fund \$500K
- Bond Financed Totals \$921K

*Town of Discovery Bay Community Services District
Contra Costa County, California
Parks and Landscape*



The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. The landscape areas in Discovery Bay are broken down into five landscape zones. Two of those zones are owned by the Town of Discovery Bay CSD, with the remaining three owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8:

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood):

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35:

Zone 35 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57:

Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two small parking areas. Regatta Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #61:

Zone 61 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive and Slifer Drive. Slifer Park is also included in this zone.



**Town of Discovery Bay Landscape and Lighting Zone #3
Proposed FY 2012-13 Operating & Capital Improvement Budget
Draft Date June 1, 2012**

Operating & Maintenance Budget

Obj #	Account Description	2011/2012 Amended Budget	2011/2012 Year End Estimate	2012/2013 Proposed Budget
	Salary & Wages			
2310	Staff Payroll	\$93,760	\$93,760	\$67,032
	Parks & Landscape Manager			\$28,659
	Parks Maintenance Workers (I & II)			\$23,001
	Administrative Assistant			\$10,692
	Misc. Staff			\$3,480
	Sub-Total	\$93,760	\$93,760	\$67,032
	Contractual Services			
2310	Professional/Specialized Services	\$8,000		\$8,000
	Legal Services		\$1,000	\$5,000
	Consultants/Other		\$1,000	\$1,000
2360	Insurance	\$6,600		\$7,600
	SDRMIA		\$4,949	\$7,600
	Sub-Total	\$14,600	\$6,949	\$13,600
	Operations & Maintenance			
2100	Office Expenses, Supplies	\$1,250	\$1,750	\$1,250
2102	Books, Periodicals & Subscriptions	\$200	\$160	\$200
2103	Postage	\$100	\$22	\$100
2110	Communications	\$1,765		\$2,325
	Verizon - Cell Phones		\$1,100	\$1,200
	AT&T - Office Lines / Internet Service		\$213	\$1,125
2120	Utilities	\$108,500		\$111,667
	P&E (Street Lighting & Irrigation Clocks)		\$82,623	\$84,350
	Water		\$19,200	\$23,639
	Garbage		\$3,627	\$3,687
2130	Small Tools & Instruments	\$3,000	\$3,000	\$2,800
2131	Minor Equipment, Furniture less than \$1,000	\$500	\$570	\$500
2170	Household Items	\$1,750	\$1,750	\$1,750
2190	Public Notices	\$100	\$300	\$300
2200	Memberships	\$500	\$507	\$500
2250	Rent & Lease of Equipment	\$500	\$360	\$300
2251	Computer Software	\$0	\$0	\$0
2270	Maintenance of Equipment	\$1,200	\$1,952	\$1,200
2271	Automotive Supplies & Repairs	\$2,000	\$1,450	\$2,000
2272	Gasoline	\$3,500	(\$3,500)	\$4,000
2281	Maintenance of Buildings	\$8,500		\$7,020
	Cornell Restrooms - Janitorial		\$4,079	\$4,070
	Cornell Restroom - Repairs		\$2,000	\$2,000
	Offices		\$1,000	\$950
2282	Grounds Maintenance	\$212,000		\$165,764
	Landscape Maintenance Fees		\$93,027	\$101,484
	Irrigation Repairs (Planned)		\$40,291	\$20,000
	Clock Replacements		\$425	\$3,000
	Podestal Replacements		\$1,260	\$2,500
	Emergency Work (Irrigation)		\$2,400	\$2,500
	Emergency Work (Tree Care)		\$2,385	\$3,000
	Tree Care Services (Palm Trees)		\$8,449	\$1,250
	Tree Care Services (Planned Rotations)		\$10,600	\$2,500
	Planting Replacements (Minor, Planned)		\$1,637	\$4,000
	Turf Care Program		\$2,260	\$4,760
	Baseball Field Maintenance			\$1,200
	Color Changes (Cornell Park & Front Entrance)		\$2,910	\$4,410
	Pest Control		\$450	\$1,350
	Lighting Maintenance (Entrance & Cornell)		\$2,755	\$2,750
	Drinking Fountain Cleaning		\$300	\$300
	Mulch Replacement Program		\$5,600	\$10,760
2284	Requested Maintenance from County	\$0	\$0	\$0
2301	Employee Auto Mileage - Reimbursement	\$600	\$600	\$260
2303	Other Travel Employee Expenses / Training	\$1,500	\$1,510	\$2,500
2470	Road/Construction Materials (Street Signs)	\$500	\$65	\$500
2479	Other Special Expenses	\$12,000		\$10,100
	Christmas / Entrance Lighting		\$5,292	\$5,100
	Miscellaneous		\$4,000	\$5,000
2490	Miscellaneous Services & Supplies	\$300	\$100	\$1,000
	Sub-Total	\$358,465	\$303,499	\$318,910
7800	Inter-Governmental Charges			
3930/3950	Taxes & Assessments	\$1,000	\$760	\$1,200
3611	Interfund Exp. (Investment & Property Tax)	\$500	\$500	\$500
5011	Reimbursement for County Admin. Costs	\$500	\$500	\$500
	Sub-Total	\$2,000	\$1,760	\$2,200
	TOTAL O&M Budget	\$468,728	\$407,968	\$398,847

Town of Discovery Bay CSD: Parks and Landscaping 27



**Town of Discovery Bay Landscape and Lighting Zone #3
Proposed FY 2012-13 Operating & Capital Improvement Budget
Draft Date June 1, 2012**

Capital Budget				
Acct. #	Account Description	2011/2012 Amended Budget	2011/2012 Year End Estimate	2012/2013 Proposed Budget
PARKS				
4789	Cornell Park - Playground Replacement	\$165,000	\$77,165	(\$22,330)
4834	Cornell Park Improvements	\$92,100		\$282,490
	Cornell Park (ADA Upgrades)	\$34,600	\$30,137	
	Cornell Park (Tennis Court Surfacing)	\$20,000	\$22,153	
	Cornell Park (Tennis Court Fencing) Amendment Pending		\$22,014	
	Cornell Park (Dog Park Fencing)	\$0	\$0	
	Cornell Park (Tot Lot Removal)	\$12,600	\$9,878	
	Cornell Park (Horse Shoes & Bocce Court)	\$25,000	\$25,000	
	Cornell Park (Pickle Ball Courts)			\$120,000
	Cornell Park (Solar Lighting)			\$110,000
	Cornell Park (Per Course)			
	Cornell Park (Splash Pad)			\$17,490
	Cornell Park (Bench & Picnic Table Replacements)			\$35,000
	Parks Sub Total	\$267,100	\$117,182	\$260,160
STREETSCAPE				
4268	Various Improvements	\$7,600	\$4,600	\$9,600
4540	Structure & Walkway Repairs	\$2,000	\$2,000	\$2,600
4829	Landscape Master Plan Areas	\$77,803		\$137,344
	Discovery Bay Blvd. (West) / Sand Point Road	(\$19,697)	(\$19,097)	
	Highway 4 (East)	\$55,000	\$10,160	\$44,844
	Discovery Bay Blvd. (East)	\$42,600	\$41,230	
	Clipper Drive (Tree & Shrub Plantings)			\$76,000
	Island / Levee (Irrigation Upgrades/Plantings in House)			\$17,600
	Newport Lane (New Installation)			
	Highway 4 (West)			
	Streetscape Sub Total	\$87,303	\$31,698	\$144,844
MISC.				
4853	Vehicle Purchase	\$25,000	\$23,388	
4959	Tools & Sundry Equipment	\$3,000		\$49,600
	Miscellaneous Tools or Equipment		\$627	\$3,600
	50' Boom Lift (Towable)			\$35,000
	Landscape Utility Vehicle			\$10,000
	Misc. Sub Total	\$28,000	\$24,013	\$46,600
	Total Capital Budget	\$372,403	\$172,892	\$453,605

Revenue Budget				
Acct#	Account Description	2011/2012 Amended Budget	2011/2012 Year End Estimate	2012/2013
	Revenue			
740	Current Funds In Contra Costa County	\$1,443,929	\$1,443,929	\$1,318,667
600	Accounts Payable - Yr. End			
610	Retainage Account			
630	Disbursements			
6010	Current Property Taxes	\$439,498	\$439,498	\$418,288
6011	Property Tax Supplemental/Unlited/Secured			
6018	SRAF State Rev Transfer			
6020	Property Taxes - Current Unsecured	\$14,000	\$14,000	\$14,280
6035	Property Taxes - Prior Unsecured			
9101	Earnings on Investments			
9385	H/O Prop Tax Relief/State Aid/In Lieu Taxes			
9875	Miso. Non Taxable Revenue			
9789	Miso. Revenue & Services			
	GRAND TOTAL REVENUE	\$453,498	\$453,498	\$462,668

Summary				
		2011/2012 Amended Budget		2012/2013
	TOTAL O&M Budget	\$468,726	\$407,988	\$398,647
	TOTAL CAPITAL Budget	\$372,403	\$172,892	\$453,605
	GRAND TOTAL BUDGETS	\$841,128	\$580,881	\$852,152
	TOTAL ANNUAL REVENUE	\$453,498	\$453,498	\$462,668
	BALANCE FORWARD	\$1,443,929	\$1,443,929	\$1,318,667
	FUND VALUE	\$1,897,427	\$1,897,427	\$1,779,134
	CONTRIBUTION TO RESERVES	\$1,056,293	\$1,316,667	\$926,983
	GRAND TOTAL (Budgets/Revenue/Reserve)	\$0	\$0	\$0



**Town of Discovery Bay Landscape and Lighting Zone #3
Proposed FY 2012-13 Operating & Capital Improvement Budget
Draft Dated May 9, 2012**

Operating & Maintenance Budget				
Obj #	Account Description	2011/2012 Budget	2012/2013 Year End Estimate	Proposed 2012/2013 Budget
	Salary & Wages			
2310	Staff Payroll	\$37,952	\$25,000	\$27,921
	Parks & Landscape Manager			\$10,880
	Parks Maintenance Workers (I & II)			\$8,083
	Administrative Assistant			\$8,110
	Misc. Staff			\$1,988
	Sub-Total	\$37,952	\$25,000	\$27,921
	Contractual Services			
2310	Professional/Specialized Services	\$8,200		\$5,000
	Legal Services			\$2,000
	Consultants/Other		\$5,840	\$3,000
2360	Insurance	\$1,600		\$1,850
	SDRWAA		\$1,708	\$1,850
	Sub-Total	\$9,700	\$7,638	\$8,850
	Operations & Maintenance			
2100	Office Expenses, Supplies	\$500	\$350	\$500
2102	Books, Periodicals & Subscriptions	\$50	\$25	\$100
2103	Postage	\$150	\$0	\$50
2110	Communications	\$350		\$735
	Verizon - Cell Phones		\$300	\$360
	AT&T - Office Lines / Internet Service			\$375
2120	Utilities	\$20,325		\$16,384
	PO&E (Street Lighting & Irrigation Clocks)		(\$1,075)	\$1,284
	AT&T (Irrigation Clock)		\$75	\$100
	Water		\$14,600	\$15,000
2130	Small Tools & Instruments	\$750	\$250	\$500
2131	Minor Equipment, Furniture less than \$1,000	\$250	\$100	\$500
2170	Household Items	\$760	\$500	\$600
2190	Public Notices	\$500	\$350	\$350
2200	Memberships	\$50	\$0	\$200
2260	Rent & Lease of Equipment	\$0	\$376	\$0
2261	Computer Software	\$0	\$0	\$0
2270	Maintenance of Equipment	\$200	\$145	\$100
2271	Automotive Supplies & Repairs	\$300	\$0	\$500
2272	Gasoline	\$500	\$500	\$750
2281	Maintenance of Buildings	\$0		\$2,100
	Temporary Restroom Facility - Splash Pad Season		\$300	\$2,100
2282	Grounds Maintenance	\$44,500		\$48,628
	Landscape Maintenance Fees		\$33,450	\$32,700
	Irrigation Repairs (Planned)		\$1,250	\$1,600
	Clock Replacements			\$3,500
	Emergency Work (Irrigation)			\$500
	Emergency Work (Tree Care)			\$0
	Tree Care Services (Planned Rotations)		\$1,625	\$1,550
	Planting Replacements (Minor, Planned)		\$1,450	\$1,600
	Turf Care Program		\$1,150	\$3,250
	Pest Control			\$500
	Lighting Maintenance (Solar)		\$700	\$0
	Drinking Fountain Cleaning		\$275	\$300
	Mulch Replacement Program		\$1,650	\$3,228
2284	Requested Maintenance from County	\$0		\$0
2301	Employee Auto Mileage - Reimbursement	\$50	\$10	\$50
2303	Other Travel Employee Expenses	\$0	\$387	\$500
2470	Road/Construction Materials (Street Signs)	\$0	\$0	\$200
2479	Other Special Expenses	\$1,350		\$1,000
	Miscellaneous		\$725	\$1,000
	Sub-Total	\$76,676	\$58,684	\$73,847
7800	Inter-Governmental Charges			
3530/3550	Taxes & Assessments	\$425	\$1,845	\$1,700
3611	Interfund Exp. (Investment & Property Tax)	\$0	\$0	\$0
6011	Reimbursement for County Admin. Costs	\$0	\$0	\$0
	Sub-Total	\$425	\$1,845	\$1,700
	TOTAL O&M Budget	\$124,682	\$90,847	\$110,318

Town of Discovery Bay CSD: Parks and Landscaping 29



Town of Discovery Bay Landscape and Lighting Zone #9
Proposed FY 2012-13 Operating & Capital Improvement Budget
Draft Dated May 9, 2012

Capital Budget				
Acct. #	Account Description	2011/2012 Budget	2012/2013 Year End Estimate	Proposed 2012/2013 Budget
PARKS				
4265	Various Improvements (Splash Pad)	\$14,000	\$13,827	
4540	Structure & Walkway Repairs (Solar)	\$32,000	\$350	
4789	Park Improvements			\$0
	Concrete Work for ADA Temp Restroom			\$0
	Solar Lighting for Shade Structure			\$0
	Parks Sub Total	\$46,000	\$14,177	\$0
TREESCAPES				
4829	Streetscape Improvements			\$0
	Streetscape Sub Total	\$0		\$0
MISC.				
4959	Tools & Sundry Equipment	\$0		\$2,600
	Miscellaneous Tools or Equipments			\$500
	Landscape Utility Vehicle			\$2,000
	Misc. Sub Total	\$0		\$2,600
	Total Capital Budget	\$46,000	\$14,177	\$2,600

Revenue Budget				
Acct#	Account Description	2011/2012 Budget	2012/2013 Year End Estimate	Proposed 2012/2013 Budget
	Revenue			
740	Current Funds In Contra Costa County	\$109,284	\$109,284	\$118,233
500	Accounts Payable - Yr. End			
510	Retainage Account			
630	Disbursements			
6010	Current Property Taxes	\$113,972	\$113,972	\$115,682
6011	Property Tax Supplemental/Unitary/Secured			
6018	SRAF State Rev Transfer			
9020	Property Taxes - Current Unsecured			
9035	Property Taxes - Prior Unsecured			
9181	Earnings on Investments			
9385	I/O Prop Tax Refd/State Adj/In Lieu Taxes			
9975	Misc. Non Taxable Revenue			
9789	Misc Revenue & Services *			
	GRAND TOTAL REVENUE	\$113,972	\$113,972	\$115,682

Summary				
		2011/2012 Budget	2012/2013 Year End Estimate	Proposed 2012/2013 Budget
	TOTAL O&M Budget	\$124,662	\$90,847	\$110,318
	TOTAL CAPITAL Budget	\$46,000	\$14,177	\$2,600
	GRAND TOTAL BUDGETS	\$170,662	\$105,024	\$112,918
	TOTAL ANNUAL REVENUE	\$113,972	\$113,972	\$115,682
	BALANCE FORWARD	\$109,284	\$109,284	\$118,233
	FUND VALUE	\$223,256	\$223,256	\$233,914
	CONTRIBUTION TO RESERVES	\$52,604	\$118,233	\$121,086
	GRAND TOTAL (Budgets/Revenue/Reserve)	\$0	\$0	\$0

*Town of Discovery Bay Community Services District
Contra Costa County, California
Salary and Wages*

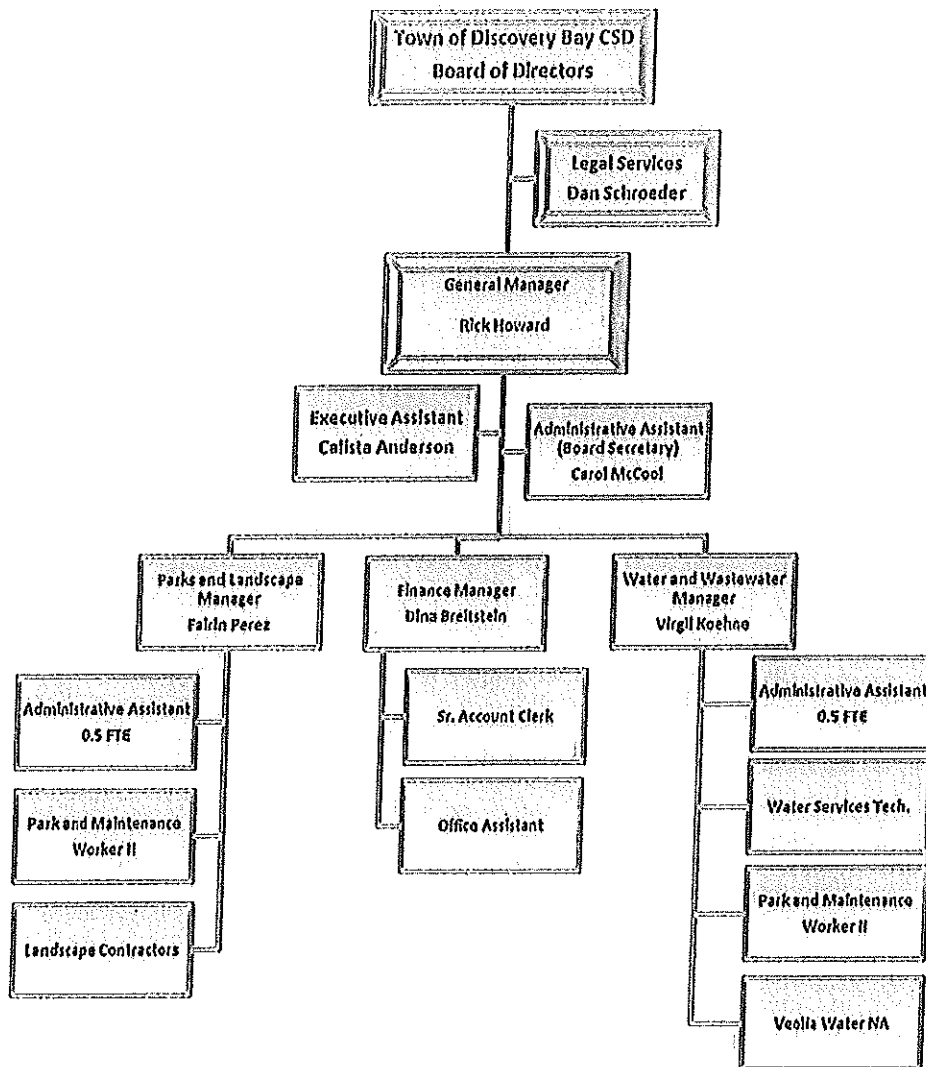


The Town of Discovery Bay lies within the metropolitan statistical areas of San Francisco/Oakland/San Jose. However, it is geographically closer to the farmlands of the central valley and the cities of Brentwood, Stockton and Tracy. The proximity to the employment centers of the Bay Area and those of the Central Valley determine the labor pool from which the District recruits its workers. In order to maintain a qualified and motivated workforce, it is necessary to provide a salary and compensation package that is commensurate within industry norms and within the financial means of the District.

Salary Schedule

Classification	Range #	Minimum Pay Rate				Maximum Pay Rate			
		Hourly	Bi-monthly	Monthly	Annual	Hourly	Bi-monthly	Monthly	Annual
Administrative Assistant	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Executive Assistant	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Finance Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
General Manager	541	53.70	4,654	9,308	111,699	72.50	6,283	12,566	150,793
Office Assistant	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Parks & Landscape Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Parks & Maintenance Worker I	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Parks & Maintenance Worker II	138	19.95	1,729	3,457	41,489	24.93	2,161	4,322	51,862
Senior Account Clerk	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Water & Wastewater Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Water Services Technician	144	23.13	2,005	4,010	48,115	28.92	2,506	5,012	60,144

*Town of Discovery Bay Community Services District
 Contra Costa County, California
 Organizational Chart*



*Town of Discovery Bay Community Services District
Contra Costa County, California*



**FY 2012-13 Authorized Positions
Regular Positions/Full Time Equivalents (FTE's)**

	Actual	Actual	Proposed
Position Title	FY 2010-11	FY 2011-12	FY 2012-13
Director	5.0	5.0	5.0
General Manager	1.0	1.0	1.0
Water and Wastewater Manager	1.0	1.0	1.0
Landscape Manager	1.0	0.0	0.0
Finance Manager	0.0	1.0	1.0
Parks and Landscape Manager	0.0	1.0	1.0
Administrative Assistant	3.0	2.0	2.0
Executive Assistant	0.0	1.0	1.0
Office Clerk	1.0	0.0	0.0
Office Assistant	0.0	1.0	1.0
Account Clerk	1.0	0.0	0.0
Sr. Account Clerk	1.0	1.0	1.0
Water Services Worker	1.0	0.0	0.0
Water Services Technician	0.0	1.0	1.0
Parks and Maintenance Worker I	1.0	1.0	0.0
Parks and Maintenance Worker II	1.0	1.0	2.0
Totals	17.0	17.0	17.0

*Town of Discovery Bay Community Services District
Contra Costa County, California
The Budget -- All In One Place*



The following pages provide an "All In One Place" overview look at the complete Operating, Capital and Revenue Budgets for Fiscal Year 2012-2013. Individual budget summaries can be found in the succeeding pages of this document.

Proposed FY 2012-13 Operating and Capital Improvement Program Budget	
O&M Budget	\$4,603,133
Total O&M Budget	\$4,603,133
Capital Budget	\$1,583,000
Infrastructure Replacement Fund	\$500,000
Financed Capital Projects	\$921,181
Total Capital Budget	\$3,004,181
Revenue	\$7,013,215
Proceeds from Financing	\$921,181
Total Revenue	\$7,934,396
Grand Total Expensed Budget	\$7,607,314
Grand Total Revenue	\$7,934,396
Variance	\$327,082
Add To Reserve Fund	\$327,082
Encumbrance(s) & Carry-Over(s)	
O&M	\$141,871
CIP	\$1,562,842
Total Encumbrance(s) & Carry-Over(s)	\$1,704,714

REVENUE PROJECTIONS - DRAFT Fiscal Year 2011-12	2011/2012	2011/2012 Actuals APR'12	2011/2012 Projected	2010/2011 Year End	2012/2013 DRAFT
Account Description	BUDGET		ACTUALS	Variance	Budget
Revenue					
General Fund	\$0	\$0	\$0	\$0	\$0
Property Tax Revenue	\$4,754,252	\$4,754,252	\$4,754,252		\$5,200,058
Commercial Water & Sewer	\$365,266	\$171,895	\$365,266		\$558,480
Residential Water	\$436,381	\$455,306	\$545,306	\$108,925	\$782,777
Large User Back Billing	\$0	\$0	\$0		\$62,000
Sewer/Water Permits	\$0	\$0	\$0		\$0
Sewer Capacity Fee	\$0	\$0	\$0		\$0
Water Capacity Fee	\$0	\$0	\$0		\$0
Investments/CCC	\$10,000	\$58	\$58	-\$9,942	\$0
Misc. Reimbursements	\$10,000	\$7,234	\$7,234	-\$2,766	\$10,000
Misc Receivables	\$2,000	\$2,555	\$243,555	\$241,000	\$2,000
EE Group Insurance Contributions	\$17,052	\$0	\$17,052		\$17,500
Landscape Related Payroll					
Reimbursements	\$176,810	\$92,134	\$176,810		\$169,500
Landscape Related Reimbursements	\$200,000	\$140,887	\$200,000		\$200,000
Landscape Related Group Ins (Partial EE Reimb)	\$23,600	\$0	\$23,600		\$10,900
Proceeds from Financing	\$0	\$0	\$0		\$921,181
GRAND TOTAL REVENUE	\$5,995,361	\$5,624,320	\$6,333,133	\$337,772	\$7,934,396

FY 2012-2013 Proposed Operations & Maintenance Budget

Account	Pending Approved June 2012 Account Description	2010/2011 ACTUALS	2011/2012 BUDGET	2011/2012 Actuals May '12	2011/2012 Projected Actuals	2012/2013 Proposed Budget	Variance
7000	Salary & Wages	\$664,145	\$531,551	\$133,350	\$531,551	\$567,000	\$35,449
7001	Overtime		\$5,000			\$5,000	\$0
7015	Payroll Unbillings	\$0	\$53,655	\$38,745	\$53,655	\$51,000	\$2,345
7010	Group Insurance	\$30,001	\$14,000	\$19,076	\$43,000	\$38,000	(\$5,000)
7015	Workers Comp	\$4,459	\$8,000	\$14,861	\$16,000	\$16,000	\$0
7050	457 B Plan					\$15,700	\$15,700
7240	Auto Allowance		\$4,200	\$3,850	\$4,200	\$4,100	\$0
7075	Reimbursement of Wages		\$157,737	\$118,598	\$157,700	\$149,000	(\$8,737)
7076	Overtime		\$3,000			\$5,000	\$2,000
7095	Reimbursed Wages - Utilities	\$0	\$16,073	\$11,607	\$16,073	\$16,000	(\$73)
7105	Reimbursed Insurance		\$23,600	\$13,601	\$23,600	\$5,100	(\$18,500)
7120	Reimbursed 457B Plan					\$5,800	\$5,800
7150	Temporary Employees	\$0	\$0	\$0	\$0	\$8,400	\$8,400
	Sub Total	\$693,601	\$647,216	\$693,688	\$850,769	\$816,600	\$34,169
	Board of Directors						
7165	Board of Directors Compensation	\$25,933	\$16,000	\$21,400	\$26,100	\$16,000	\$0
	Board of Directors Travel & Meetings		\$2,500	\$1,638	\$1,515	\$3,750	\$1,250
	Board of Directors Training & Education	\$3,459				\$2,000	\$2,000
	Sub Total	\$29,442	\$18,500	\$23,438	\$27,615	\$21,750	\$5,865
	Contractual Services						
7270	Outside Services	\$1,412,018	\$1,410,000	\$1,319,155	\$1,409,000	\$1,516,000	\$106,000
7271	Consulting Services	\$334,419	\$210,000	\$172,783	\$190,000	\$210,000	\$0
7272	Waste Water Service Contract	\$1,021,527	\$1,148,000	\$1,039,691	\$1,148,000	\$1,182,000	\$34,000
7273	Professional Fees					\$2,400	\$2,400
7274	Contract Services					\$0	\$0
7275	Preventative & Corrective	\$16,102	\$107,000	\$55,302	\$107,000	\$107,000	\$0
7276	Contract Milling		\$15,000	\$12,589	\$15,000	\$15,000	\$0
7285	Legal	\$21,347	\$10,000	\$13,600	\$9,000	\$113,500	\$93,500
7300	Accounting	\$12,350	\$10,000	\$18,133	\$10,000	\$17,150	(\$2,850)
7301	Crane & Company						
	Sub Total	\$1,505,725	\$1,535,000	\$1,430,078	\$1,550,000	\$1,667,050	\$117,050
	Operations & Maintenance						
7140	Travel & Meetings	\$6,918	\$3,000	\$3,024	\$3,024	\$7,500	\$4,500
7195	Training & Education	\$3,459				\$7,000	\$7,000
7210	Dues & Subscriptions				\$930	\$500	\$500
7215	Memberships	\$6,023	\$17,500	\$8,990	\$17,500	\$18,000	\$500
7255	CSO Sponsored Events					\$5,100	\$5,100
7315	PR, Advertising & Elections	\$5,181	\$0	\$9,000		\$9,000	\$9,000
7330	Public Communications and Notices	\$7,423	\$5,000	\$1,818	\$5,000	\$5,000	\$0
7345	Telecommunications	\$15,577	\$11,100	\$15,678	\$17,591	\$17,600	\$6,100
7346	Telephone - general	\$8,224	\$4,000	\$6,414	\$7,391	\$8,000	\$3,100
7347	Telecom - networking					\$900	\$900
7348	Telephone - cellular	\$7,353	\$5,500	\$9,264	\$10,200	\$9,000	\$2,500
7360	Materials	\$0	\$0	\$0	\$0	\$0	\$0
7361	Road/Construction Materials (street signs)					\$0	\$0
7375	Automotive/Supplies & Repairs	\$32,933	\$10,000	\$21,418	\$22,000	\$10,000	\$10,000
7390	Repairs & Maintenance	\$843,298	\$698,500	\$553,077	\$688,428	\$707,200	\$9,200
7391	General Repairs	\$591,183	\$550,000	\$441,506	\$550,000	\$550,000	\$0
7400	General Repairs Pumps	\$127,271	\$100,000	\$52,652	\$80,000	\$100,000	\$0
7392	HR/SUP Testing - RWQCB		\$5,000	\$0		\$5,000	\$0
7393	Miscellaneous Equipment (under \$500)	\$1,293	\$3,000			\$3,000	\$0
7394	Info System - Maintenance	\$5,842	\$2,500	\$12,791	\$16,000	\$16,000	\$14,300
7395	Equipment Maintenance	\$2,830	\$4,500	\$3,697		\$4,500	\$0
7396	Computer Equipment & Supplies	\$1,078	\$10,000			\$10,000	(\$19,100)
7397	Miscellaneous Small Tools	\$6,773	\$2,500	\$10,369	\$10,369	\$5,000	\$1,500
7398	Equipment Repairs					\$1,000	\$1,000
7399	Computer Software			\$32,059	\$32,059	\$11,500	\$11,500
7405	Office Supplies	\$22,641	\$11,500	\$17,118	\$15,502	\$11,500	\$0
7406	Cleaning Supplies (household items)				\$2,000	\$2,000	\$2,000
7407	Minor Equipment (furniture - \$1K)					\$500	\$500
7408	Office Furniture	\$413	\$1,000	\$3,009	\$1,000	\$500	(\$500)
7409	Postage	\$12,575	\$2,500	\$2,185	\$2,500	\$2,500	\$0
7410	Office Supplies	\$9,658	\$8,020	\$6,921	\$8,000	\$6,000	(\$2,000)
7420	Rent & Facility Expense	\$27,269	\$25,500	\$36,959	\$37,058	\$39,500	\$14,000
7421	County Requested Maintenance					\$0	\$0
7422	Rent Public Meetings		\$500	\$0	\$0	\$100	\$0
7423	Building Rent					\$0	\$0
7424	Equipment Rental/Leasing					\$0	\$0
7425	Facility Maintenance - Landscaping	\$29,383	\$15,000	\$24,877	\$24,877	\$14,000	(\$11,000)
7426	Building Repairs & Maintenance	\$3,881	\$10,000	\$12,081	\$12,181	\$35,000	\$25,000
7435	Insurance	\$0	\$50,000	\$51,628	\$55,000	\$57,033	\$17,033
7436	Insurance - Liability		\$50,000	\$51,628	\$55,000	\$18,514	(\$32,450)
7437	Insurance - Other					\$1,283	\$1,283
7438	Insurance - Property					\$21,882	\$21,882
7439	Insurance - Umbrella					\$15,351	\$15,351
7450	Permits & Fees	\$60,889	\$65,000	\$11,535		\$55,100	\$100
7451	Permits & Fees	\$15,883	\$10,000	\$19,535	\$19,535	\$10,000	\$0

Appendix A

7452	Special Expense					\$100	\$100
7453	HPOES/HOV Fees	\$15,000	\$25,000	\$15,000	\$158,000	\$25,000	\$0
7465	Utilities	\$741,935	\$703,000	\$622,203	\$703,000	\$703,000	\$0
7466	Electrical Cost (General)					\$0	\$0
7467	Electrical Cost (Water)	\$359,628	\$335,000	\$295,507	\$335,000	\$335,000	\$0
7469	Electrical Cost (Sewer)	\$387,323	\$370,000	\$326,696	\$370,000	\$370,000	\$0
7469	Electrical Cost CCC					\$0	\$0
7480	Chemicals	\$93,290	\$100,000	\$65,148	\$100,000	\$65,500	(\$37,500)
7495	Freight	\$0	\$0	\$0		\$2,500	\$2,500
7510	Other	\$160,538	\$203,000	\$202,412	\$227,314	\$209,000	\$0
7511	Miscellaneous Bank Charges		\$500	\$159	\$300	\$100	\$0
7512	Miscellaneous Services & Supplies	\$13,974	\$2,500	\$15,014	\$15,014	\$2,500	\$0
7513	Miscellaneous Reimbursable	\$146,161	\$1,000	\$5,820	\$7,000	\$1,000	\$0
7514	Landscape Related Reimbursable		\$200,000	\$177,916	\$200,000	\$200,000	\$0
7515	Unrecoverable Charges		\$5,000	\$3,483	\$5,000	\$5,000	\$0
7516	G.F. Expenditures					\$0	\$0
7517	Miscellaneous					\$0	\$0
7518	Ord Debt					\$0	\$0
7519	Debt Services					\$0	\$0
	Sub Total	\$2,033,748	\$1,921,300	\$1,643,015	\$1,669,351	\$1,969,333	\$18,633
	Inter-Governmental Charges						
7525	Inter-Governmental Charges	\$20,262	\$28,680	\$23,071	\$210	\$27,800	(\$530)
7526	Cost of Goods Sold (COGS)					\$0	\$0
7527	Taxes & Assessments					\$1,000	\$1,000
7529	Reimbursement for County Admin. Costs					\$0	\$0
7530	Revenue Collection	\$4,610	\$5,000			\$0	(\$5,000)
7531	Investment Fee		\$200	\$200	\$200	\$200	\$0
7532	Data Processing/Payroll/Wire Transfer Fees		\$180	\$400	\$80	\$2,000	\$2,120
7533	Accounting (A/P, A/R, GL)		\$2,000			\$2,000	\$0
7534	Public Works - Permits	\$15,622	\$10,000	\$12,955		\$12,000	\$2,000
7535	Property Taxes		\$10,000	\$9,506		\$10,000	\$0
7540	Interest Expense					\$0	\$0
7555	Depreciation Expense					\$0	\$0
7570	Gain or Loss Disposal/Sale of Assets					\$0	\$0
	Sub Total	\$20,262	\$18,680	\$13,071	\$210	\$27,800	(\$530)
OBM Encumbrance(s) Carry Over (Re-budgeted)							
	Total OBM	\$4,188,831	\$4,415,695	\$3,813,303	\$4,148,018	\$4,603,133	\$177,437
	Total Capital Plus Encumbrance(s) Carry Over (Re-budgeted) Capital	\$4,188,831	\$4,415,695	\$3,813,303	\$4,148,018	\$4,745,005	\$177,437

FY 2012-2013 Proposed Capital Improvement Budget

Pending Approval June 2012

Account	Account Description	Dept/Proj#	2010/2011 ACTUALS	2011/2012 BUDGET	2011/2012 ACTUALS April 2012	Proposed 2012/2013 Budget	Variance
3000	Equipment					\$ 105,000	\$ -
	Community Message Board	A				\$ 70,000	
	Esca UH	V/VVV				\$ 25,000	
	Security Camera's	VVV				\$ 10,000	
2120	CIP wastewater		\$ -	\$ 1,115,655	\$ 492,116	\$ 310,000	\$ -
	Secondary Effluent Pump Station Mod/Skylight	5					
	Secondary Effluent Equalization	6					
	Effluent Equalization	7					
	Reverse UV Disinfection Weirs	8					
	Conduct UV Disinfection Viral Biossury Test	9			\$ 50,000		
	Upgrade UV Disinfection	10					
	Add Pump to Export Pump Station	11					
	Solids Improvements, phase 2: One New Solid Boyer	14					
	Collection System Pump Station Improvements	15				\$ 110,000	
	SCADA Improvements	16				\$ 150,000	
	Fiber to Plant 1					\$ 50,000	
3135	CIP Water		\$ -	\$ 124,000	\$ 115,000	\$ 251,000	\$ -
	Source Capacity						
	Well 7	1a			\$ 30,000	\$ 221,000	
	Well 8	1b					
	Well 18 pump Equipment Upgrade	1d				\$ 30,000	
	Treatment Filter at W/Low Lake						
	Install Filter unit at W/Low Lake WTP vessel, media, foundation, all new face piping & controls	2a					
	New Backwash Tank at W/Low Lake WTP piping mod/foundation & foundation	2b					
	New Recycle Pump at W/Low Lake WTP 3 pumps, piping & controls	2c					
	Recycle Pump Upgrade - Reexport	2d					
3150	Structures & Improvements Wastewater		\$ -	\$ -	\$ -	\$ 1,652,741	\$ -
	Influent Pump Station Modifications	1				\$ 58,882	
	Re-Aerate Pump Station W	2				\$ 21,319	
	Emergency Storage Facilities	3				\$ 14,880	
	Splitter Box, Ox ditch, Clarifier, RAS pumps at Plant 2, standby Aeration	4				\$ 605,000	
	Reverse Osmosis Facilities	11					
	Solids Improvements, Phase 1: New Solar Dryers and 2 Belt Presses	13			\$ 600,000	\$ 600,000	
	Rehab Manholes					\$ 18,000	
	Relief Manholes					\$ 10,000	
	Spine HCU Sinter					\$ 60,000	
	Road Crossing Ramps					\$ 15,000	
	Safety Project					\$ 50,000	
3165	Structures & Improvements Water		\$ -	\$ -	\$ -	\$ 165,000	\$ -
	Water Distribution System						
	Replace & maintain new 16 in C905 - w/Low R from Disco Blvd to Beaver Ln	3b				\$ 150,000	
	Storage Tanks						
	New Water Storage Tank - Reexport WTP	4a					
	W/Low Lake WTP Chemical Room Upgrade					\$ 25,000	
	Security Door Locks					\$ 10,000	
3180	Infrastructure Replacement Fund		\$ -	\$ 220,000	\$ 220,000	\$ 200,000	\$ -
	Sewer Infrastructure Replacement Program		\$ 150,000	\$ 150,000	\$ 150,000	\$ 200,000	
	Pumps/Motors Replacement Fund Program		\$ 40,000	\$ 40,000	\$ 40,000	\$ 50,000	
	Water Infrastructure Replacement Program		\$ 100,000	\$ 100,000	\$ 100,000	\$ 200,000	
	Facilities & Vehicles Replacement Fund		\$ 30,000	\$ 30,000	\$ 30,000	\$ 50,000	
	Encumbrance(s) Carry Over (Re-budgeted) Capital					\$ 1,592,612	
	Capital Totals		\$ 856,610	\$ 1,569,655	\$ 692,116	\$ 3,019,050	
	Bond Financed Totals					\$ 911,111	
	Growth Included Totals						
	Total Capital		\$ -	\$ 1,569,655	\$ 692,116	\$ 3,019,161	\$ 3,434,316
	Total Capital Plus Encumbrance(s) Carry Over (Re-budgeted) Capital		\$ -	\$ 1,569,655	\$ 692,116	\$ 4,567,013	\$ 3,434,316

FY 2012-2013 Proposed Capital Improvement Budget

Pending Approval June 2012

Account	Account Description	Dapl/Proj#	Proposed 2013/2014 Budget	Proposed 2014/2015 Budget	Proposed 2015/2016 Budget	Proposed 2016/2017 Budget	SUM 12/13-16/17
3030	Equipment						
	Community Message Board	A					\$ 101,000
	Pocahontas	W/VW					\$ 25,000
	Security Camera's	W/V					\$ 10,000
3120	Wastewater		\$ 235,000	\$ 916,400	\$ 4,221,300	\$ 2,211,300	\$ 7,584,000
	Secondary Effluent Pump Station Modifications	5			\$ 250,000		\$ 250,000
	Secondary Effluent Equalization	6			\$ 610,000		\$ 610,000
	Effluent Filtration	7		\$ 451,400	\$ 2,076,100	\$ 2,076,100	\$ 4,614,000
	Reverse UV Disinfection Vels	8					\$ -
	Conduct UV Disinfection Vels Boasting Test	9					\$ -
	Upgrade UV Disinfection	10		\$ 110,000	\$ 1,010,000		\$ 1,120,000
	Add Pump to Export Pump Station	12		\$ 100,000			\$ 100,000
	Solids Improvements, phase 2: One 112" Solar Dryer	14					\$ -
	Collection System Pump Station Improvements	15	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 600,000
	SCADA Improvements	16	\$ 100,000	\$ 100,000			\$ 350,000
	Fiber to Plant 3						\$ 50,000
3130	WTP Water		\$ 618,020	\$ 3,652,310	\$ 1,161,200	\$ 28,800	\$ 3,741,000
	Source Capacity						\$ -
	Well 7	1a	\$ 617,300	\$ 617,300			\$ 1,476,000
	Well 8	1b		\$ 758,000	\$ 758,000		\$ 1,516,000
	Well 1B pump Equipment Upgrade	1d					\$ 30,000
	Treatment Filter at Wallow Lake						\$ -
	Intiment Filter unit at Wallow Lake WTP vessel, media, foundation, all new face piping & controls	2a	\$ 20,720	\$ 219,280			\$ 239,000
	Heavy Backwash Tank at Wallow Lake WTP piping modifications & foundation	2b		\$ 78,400	\$ 331,200		\$ 409,600
	Heavy Backwash Tank at Wallow Lake WTP 3 pumps, piping & controls	2c			\$ 72,000		\$ 72,000
	Recycle Pump Upgrade - Reservoir	2d				\$ 28,000	\$ 28,000
3150	Structures & Improvements Wastewater		\$ 4,473,390	\$ 4,212,210	\$ 1,375,500	\$ -	\$ 11,713,811
	Influent Pump Station Modifications	1	\$ 831,360				\$ 1,033,242
	RE-Activate Pump Station W	2	\$ 355,320				\$ 376,639
	Emergency Storage Facilities	3	\$ 114,210	\$ 114,210			\$ 242,000
	Splitter Box, OX ditch, Clarifier, RAS pumps at Plant 2, standby Aerator	4	\$ 2,722,500	\$ 2,722,500			\$ 4,050,000
	Reverse Osmosis Facilities	11					\$ -
	Solids Improvements, Phase 2: 112" Solar Dryers and 2 Belt Presses	13	\$ 303,000	\$ 1,375,500	\$ 1,375,500		\$ 3,054,000
	Rehab Manholes						\$ 18,000
	Rehab Manholes						\$ 10,000
	Spore RTU Sensor						\$ 60,000
	Road Crossing Ramps						\$ 15,000
	Safety Project						\$ 50,000
3160	Structures & Improvements Water		\$ 250,000	\$ 335,400	\$ 1,743,000	\$ 610,000	\$ 3,115,800
	Water Distribution System						\$ -
	Replace 84" mainline w/ new 16" to 48" w/flow to from Disco Blvd to Beaver In	1b	\$ 250,000	\$ 250,000	\$ 750,000	\$ 610,000	\$ 2,010,000
	Storage Tanks						\$ -
	New Water Storage Tank - Reservoir WTP	4a		\$ 85,400	\$ 922,000		\$ 1,000,000
	Wallow Lake WTP Chemical Room Upgrade						\$ 25,000
	Security Door Locks						\$ 10,000
3180	Infrastructure Replacement Fund		\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,500,000
	Street Infrastructure Replacement Program		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
	Pumps/Motors Replacement Fund Program		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	Water Infrastructure Replacement Program		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
	Facilities & Vehicles Replacement Fund		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	Encumbrance(s) Carry Over (Re-budgeted) Capital						\$ 1,562,812
	Capital Totals		\$ 915,000	\$ 3,743,000	\$ 2,143,000	\$ 1,245,000	\$ 8,159,860
	Bond Financed Totals		\$ 5,103,690	\$ 4,839,510	\$ 1,375,500		\$ 12,216,811
	Growth Induced Totals		\$ 20,720	\$ 1,014,180	\$ 5,447,100	\$ 7,105,100	\$ 8,415,100
	Total Capital		\$ 6,105,410	\$ 7,617,390	\$ 9,001,600	\$ 3,351,050	\$ 28,010,461
	Total Capital Plus Encumbrance(s) Carry Over (Re-budgeted) Capital		\$ -	\$ 6,106,410	\$ 7,617,390	\$ 9,001,600	\$ 3,351,050

*Town of Discovery Bay Community Services District
Contra Costa County, California*



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